

# **CITY OF KILLEEN**

## **FY 2020 PROPOSED**

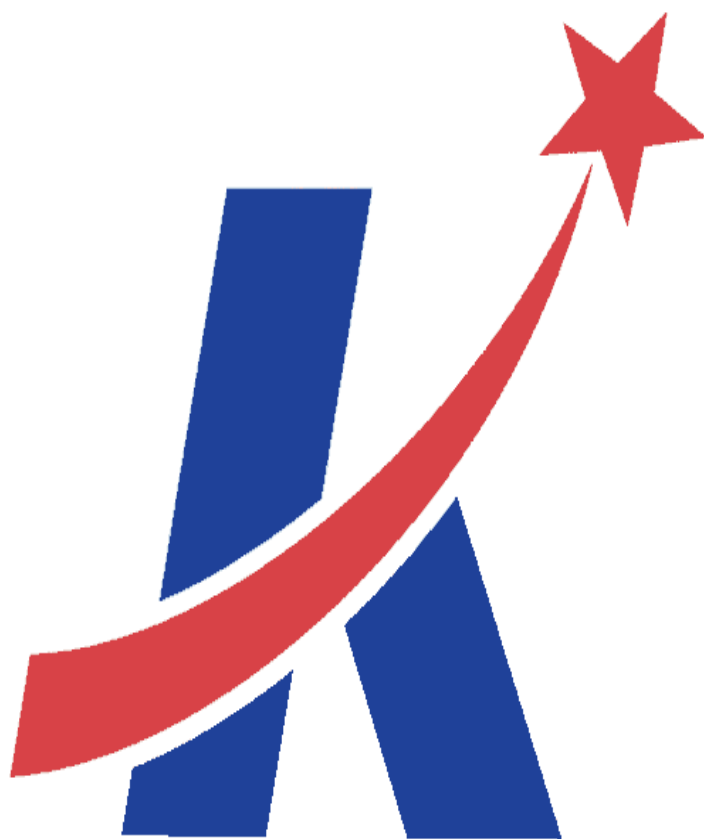
### **Core Function:**

#### **Public Works**

**As submitted to the City Council on August 6, 2019**



***Dedicated Service – Every Day for Everyone!***





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**PUBLIC WORKS**
**CITY OF KILLEEN  
FY2020 PROPOSED BUDGET**

Department/Division	FTEs	Hours	Budget
Administration	4.00	8,320.00	\$ 492,412
Environmental, Drainage & Mowing	56.34	117,187.20	4,207,309
Solid Waste	86.68	180,294.40	13,733,382
Street Operations	54.00	112,320.00	7,408,032
Water & Sewer	69.00	143,520.00	30,087,768
<b>Total</b>	<b>270.02</b>	<b>561,641.60</b>	<b>\$ 55,928,903</b>

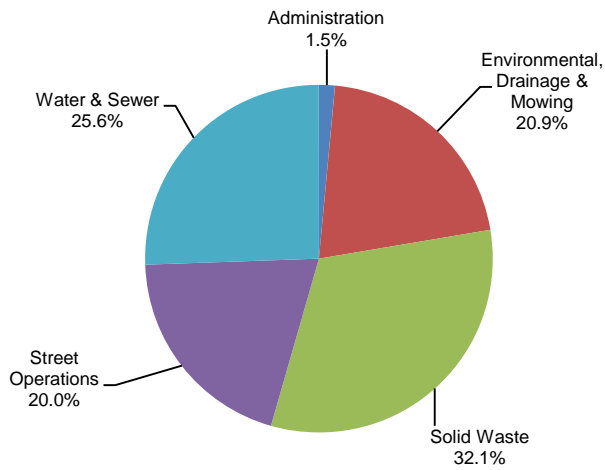
Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Proposed Budget
APW001	Manage the City's Storm Water Management Plan and Industrial Storm Water permits.	3.54	7,363.20	\$ 309,028	\$ 353,228
APW002	Mow and maintain drainage infrastructure system including surface drainage and storm drain pipes.	34.93	72,654.40	1,670,855	1,995,566
APW003	Implement the City's Drainage Capital Improvement Program and Master Plans.	0.29	603.20	38,921	44,488
APW004	Develop and ensure compliance with the City's Drainage Design Manual and drainage standards.	0.97	2,017.60	63,751	72,869
APW005	Mow & maintain the vegetative portions of the City's public right of ways.	16.61	34,548.80	746,048	856,017
APW006	Maintain streets.	27.83	57,876.00	2,344,736	3,469,295
APW007	Maintain concrete infrastructure.	8.55	17,773.60	430,670	637,224
APW008	Install and maintain traffic control devices.	4.59	9,536.80	384,093	568,308
APW009	Maintain pavement markings.	6.57	13,655.20	401,474	594,025
APW010	Emergency response services.	0.54	1,123.20	57,711	85,389
APW011	Administrative support.	5.94	12,355.20	879,606	1,301,473
APW012	Maintain accounting records for receipts, disbursements, and inventories.	5.00	10,400.00	243,230	258,836
APW013	Collect and dispose of residential trash.	37.00	76,960.00	2,754,613	3,216,501
APW014	Collect and dispose of commercial trash.	23.00	47,840.00	1,855,700	1,971,912
APW015	Properly process and dispose of recyclables.	5.18	10,774.40	336,413	416,784
APW016	Transfer of solid waste to landfill	16.50	34,320.00	5,564,160	5,583,525
APW017	Water and sewer administration.	28.00	58,240.00	17,450,343	18,164,074
APW018	Water distribution.	21.00	43,680.00	1,155,326	1,480,426
APW019	Sewer collection.	20.00	41,600.00	1,189,560	1,588,783

# PUBLIC WORKS

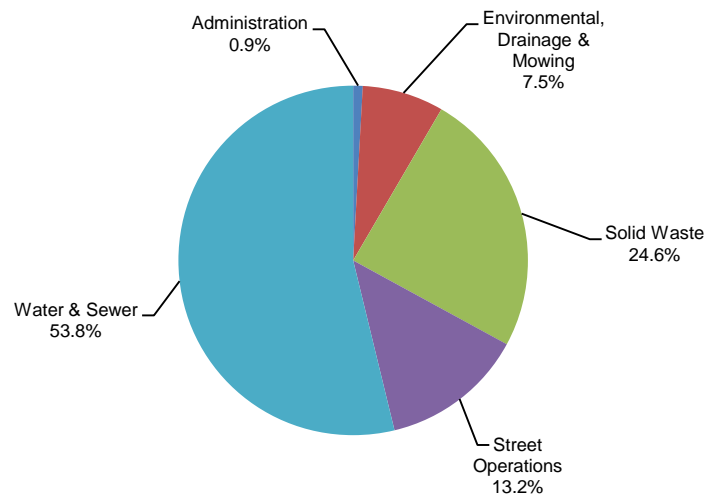
# CITY OF KILLEEN FY2020 PROPOSED BUDGET

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Proposed Budget
APW020	Provide general oversight to all Public Works divisions	4.00	8,320.00	344,163	437,485
200012	Elms and Tailwood Signalization	-	-	-	350,000
	Support Services ISF Charges	-	-	-	12,482,695
		<u>270.02</u>	<u>561,641.60</u>	<u>\$ 38,220,401</u>	<u>\$ 55,928,903</u>

**Core Function  
by Department/Division Hours**



**Core Function  
by Department/Division Budget**





# ***Administration***





# FY 2020 Proposed Budget Presentation

Funds: Multiple Funds

Department: Public Works

Division: Administration

# Mission

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Public Works Administration's mission is to provide the citizens of Killeen with superior utility services, quality infrastructure, and orderly standards of development to protect their health, safety, and general welfare.



# Mission Elements

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## ☐ Divisional Oversight –

- ☐ Plan

- ☐ Execute

- ☐ Evaluate



# By the Numbers:

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## ☐ Divisional Oversight:

☐ Number of Authorized PW Employees: 286.82

☐ City Council Discussion Items: 19

☐ City Council Action Items: 31

☐ Bond related construction contracts: 13





# Goals for FY 2020

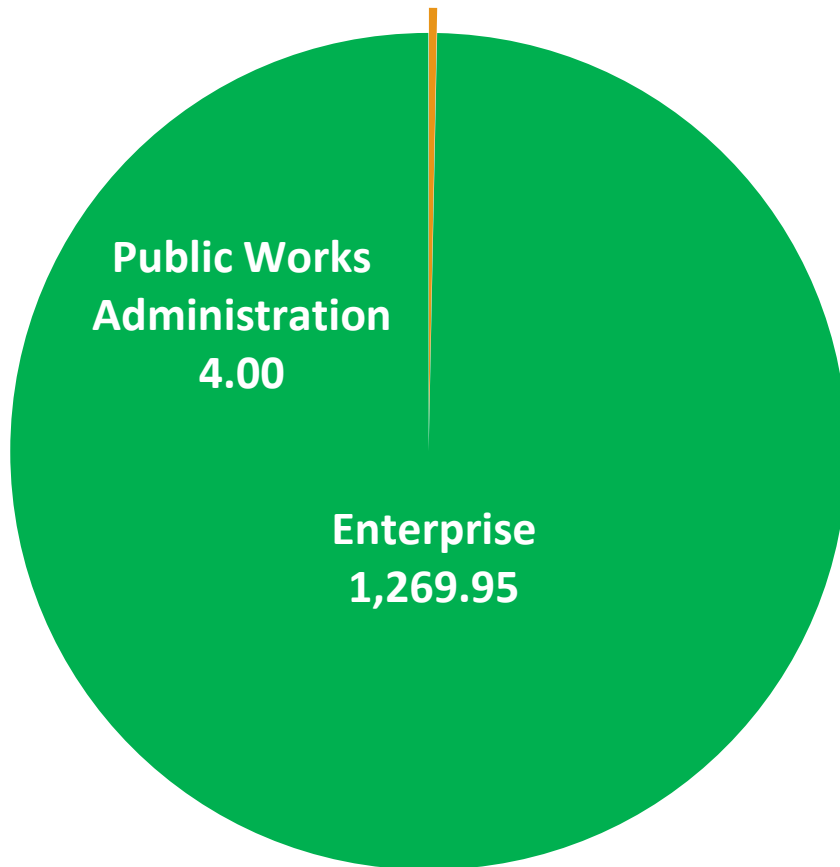
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- ☐ Complete improvement plans for Water & Sewer, Street Operations, Environmental Services, and Engineering.
- ☐ Reorganize Public Works Department to provide more efficient operations.
- ☐ Continue implementation of various master plans.
- ☐ Update CIP Plan accordingly.



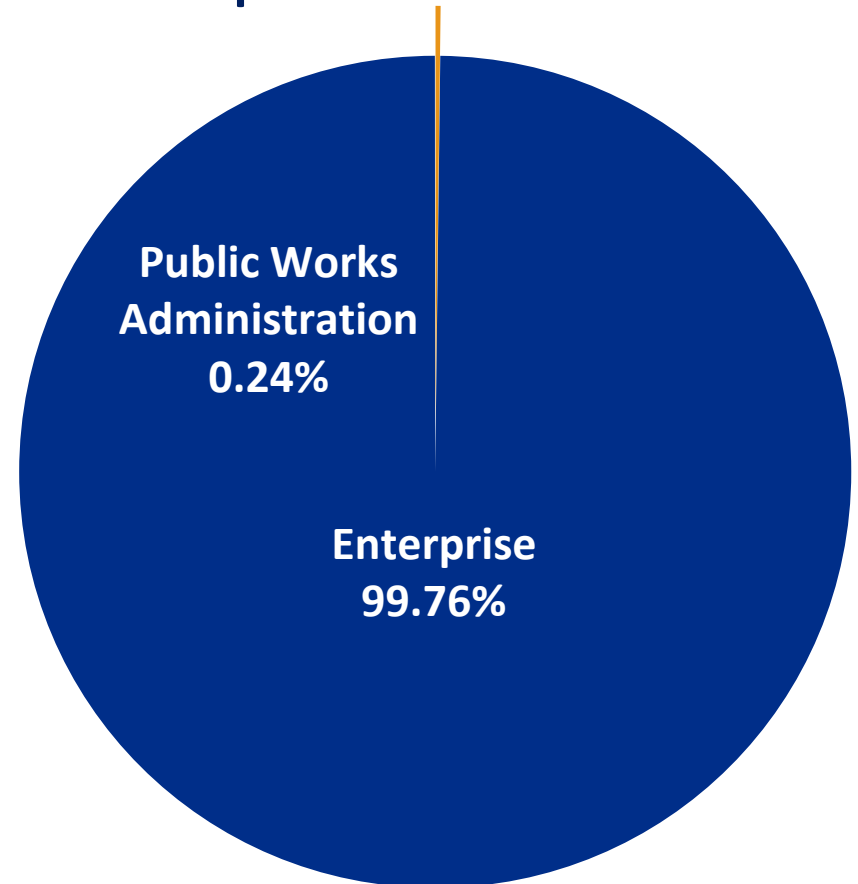
# How Public Works Administration Fits in the Enterprise in FY 2020 – Staffing & Budget

0.31% of FTEs in Enterprise  
FTEs in All Funds



All Funds FTEs = 1,273.95

0.24% of Expenses in Enterprise  
Expenses in All Funds



All Funds = \$209,423,419

# Staffing

<b>FTEs by Fund</b>	<b>Budgeted FY 2018</b>	<b>Budgeted FY 2019</b>	<b>Proposed FY 2020</b>
Drainage	0.15	0.21	0.00
General	0.13	0.18	4.00
Solid Waste	1.16	1.44	0.00
Water & Sewer	1.56	2.17	0.00
<b>FTEs</b>	<b>3.00</b>	<b>4.00</b>	<b>4.00</b>

**FY 2019:**

Reclassified Contract Specialist position to Finance Manager and transferred from Engineering Division.

**FY 2020:**

Consolidated division into one fund with transfers in from other supporting funds.



# Revenue Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
<b>Revenue:</b>				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
From Drainage Fund	19,899	17,576	17,271	34,392
From General Fund	26,726	15,099	24,316	47,540
From Solid Waste Fund	105,959	124,161	122,535	147,726
From Water & Sewer Fund	161,948	197,947	180,041	262,754
<b>Total</b>	\$ 314,532	\$ 354,783	\$ 344,163	\$ 492,412
=Base request				\$ 492,412
+Decision packages				-
=Total				\$ 492,412



# Public Works Admin by Mission Element

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Proposed Budget
APW020	Provide general oversight to all Public Works divisions	4.00	8,320.00	\$ 344,163	\$ 437,485
	Support Services ISF Charges	-	-	-	54,927
		<u>4.00</u>	<u>8,320.00</u>	<u>\$ 344,163</u>	<u>\$ 492,412</u>



# Expense Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
<b>Expense:</b>				
Operations				
• Personnel Services	\$ 300,284	\$ 338,291	\$ 334,608	\$ 403,734
• Materials & Supplies	14,248	13,817	8,648	15,392
• Contracts	-	2,675	907	2,625
• Support Services ISF Charges	-	-	-	54,927
• Capital Outlay	-	-	-	-
<b>Total</b>	\$ 314,532	\$ 354,783	\$ 344,163	\$ 476,678
=Base request				\$ 476,678
+Decision packages				-
+Decision packages - Compensation Equity				15,734
=Total				\$ 492,412



# Explanation of Expense Variance

- ☐ Cost of living increase.
- ☐ Inflationary increase.
- ☐ Allocation of support services internal service fund charges.
- ☐ Mid year market-based salary adjustment funded with decrease in Engineering budget by eliminating a Project Manager position.



# Decision Packages Approved by City Manager

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Description	Priority	Expense	Revenue	Net Cost
Compensation Equity Phase 2	1	\$15,734	\$0	\$15,734
Total Decision Packages		\$15,734	\$0	\$15,734





# Decision Packages Disapproved by City Manager

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Description	Priority	Expense	Revenue	Net Cost
None				
Total Decision Packages				

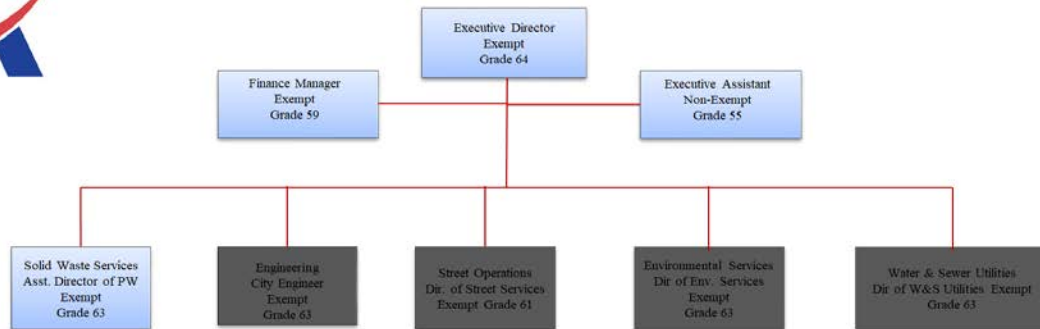


# City Manager's Comments





## Public Works Administration



### DIVISION MISSION STATEMENT

Public Works Administration's mission is to provide the citizens of Killeen with superior utility services, quality infrastructure, and orderly standards of development to protect their health, safety, and general welfare.

### MISSION ELEMENTS

- Divisional Oversight:
  - Plan
  - Execute
  - Evaluate

### GOALS

- Complete Improvement plans for Water & Sewer, Street Operations, Environmental Services, and Engineering.
- Reorganize Public Works Department to provide more efficient operations.
- Continue implementation of various master plans.
- Update CIP Plan accordingly.

**FINANCIAL INFORMATION**

**Revenue Summary**

General Resources

**Total**

<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Estimate</b>	<b>FY 2020 Proposed Budget</b>
\$ 314,532	\$ 354,783	\$ 344,163	\$ 492,412
<b>\$ 314,532</b>	<b>\$ 354,783</b>	<b>\$ 344,163</b>	<b>\$ 492,412</b>

**Expenses Summary**

Personnel Services

Material & Supplies

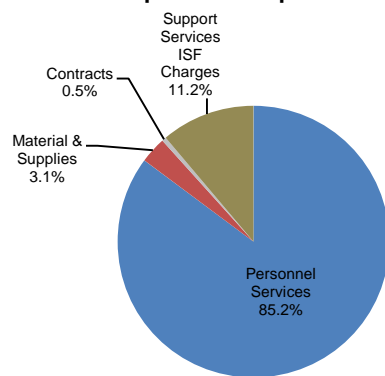
Contracts

Support Services ISF Charges

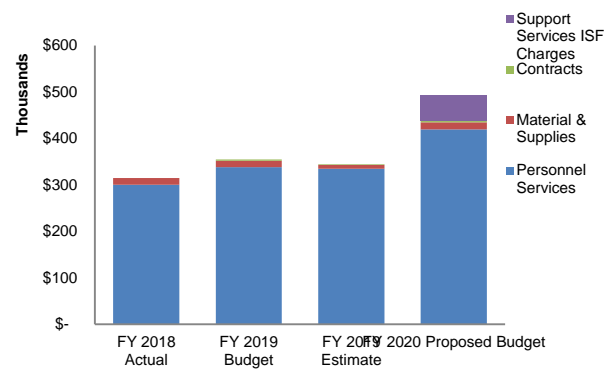
**Total**

<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Estimate</b>	<b>FY 2020 Proposed Budget</b>
\$ 300,284	\$ 338,291	\$ 334,608	\$ 419,468
14,248	13,817	8,648	15,392
-	2,675	907	2,625
-	-	-	54,927
<b>\$ 314,532</b>	<b>\$ 354,783</b>	<b>\$ 344,163</b>	<b>\$ 492,412</b>

**Department Expenses**

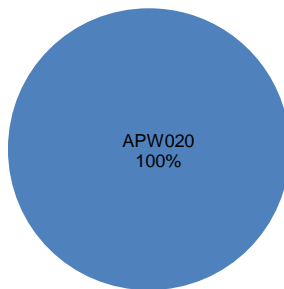


**Department Expenses History**

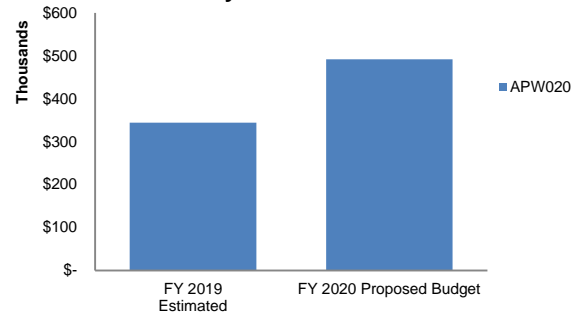


Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Proposed Budget
APW020	Provide general oversight to all Public Works divisions	4.00	8,320.00	\$ 344,163	\$ 437,485
	Support Services ISF Charges	-	-	-	54,927
		4.00	8,320.00	\$ 344,163	\$ 492,412

**Department Expenses  
by Mission Element**



**Department Expenses History  
by Mission Element**



**Staffing <sup>2</sup>**

Assistant Director of Public Works  
Executive Director of Public Works  
Executive Assistant  
Finance Manager <sup>1</sup>

**Total Staffing**

	FY 2018 Actual	FY 2019 Estimate	FY 2020 Proposed Budget
Assistant Director of Public Works	1.00	1.00	1.00
Executive Director of Public Works	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00
Finance Manager <sup>1</sup>	-	1.00	1.00
<b>Total Staffing</b>	<b>3.00</b>	<b>4.00</b>	<b>4.00</b>

<sup>1</sup> - In FY 2019, reclassified Contract Specialist to Finance Manager and transferred from Engineering Division

<sup>2</sup> - In FY 2020, consolidated division into one fund with transfers in from other supporting funds

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
<b>Public Works</b>					
<b>Personnel Services</b>					
010-3430-431.40-05	FULL-TIME SALARIES	\$ 19,726	\$ 12,019	\$ 11,896	\$ 335,293
010-3430-431.40-25	LONGEVITY	126	55	49	1,297
010-3430-431.40-30	INCENTIVE PAY	17	16	16	540
010-3430-431.40-50	CAR ALLOWANCE	150	150	69	3,000
010-3430-431.40-70	VACATION-4TH WEEK BUYBK.	-	30	-	600
010-3430-431.40-81	GROUP INSURANCE	1,505	-	-	-
010-3430-431.40-82	MEDICAL INSURANCE	-	494	515	10,996
010-3430-431.40-83	DENTAL INSURANCE	-	50	49	1,102
010-3430-431.40-84	LIFE INSURANCE	-	3	3	73
010-3430-431.40-85	RETIREMENT - TMRS	1,986	1,368	1,307	40,241
010-3430-431.40-87	SOCIAL SECURITY	1,486	724	719	20,866
010-3430-431.40-88	MEDICARE	-	169	168	4,880
010-3430-431.40-89	WORKERS COMPENSATION	34	21	20	580
540-3430-431.40-05	FULL-TIME SALARIES	83,468	99,862	99,182	-
540-3430-431.40-25	LONGEVITY	188	413	366	-
540-3430-431.40-30	INCENTIVE PAY	324	324	324	-
540-3430-431.40-50	CAR ALLOWANCE	840	840	770	-
540-3430-431.40-70	VACATION-4TH WEEK BUYBK.	-	168	-	-
540-3430-431.40-81	GROUP INSURANCE	2,750	-	-	-
540-3430-431.40-82	MEDICAL INSURANCE	-	2,767	2,883	-
540-3430-431.40-83	DENTAL INSURANCE	-	397	397	-
540-3430-431.40-84	LIFE INSURANCE	-	26	26	-
540-3430-431.40-85	RETIREMENT - TMRS	8,398	11,329	10,897	-
540-3430-431.40-87	SOCIAL SECURITY	6,204	6,045	6,053	-
540-3430-431.40-88	MEDICARE	-	1,414	1,415	-
540-3430-431.40-89	WORKERS COMPENSATION	144	173	172	-
550-3430-431.40-05	FULL-TIME SALARIES	124,035	144,671	143,184	-
550-3430-431.40-25	LONGEVITY	373	667	587	-
550-3430-431.40-30	INCENTIVE PAY	184	184	184	-
550-3430-431.40-50	CAR ALLOWANCE	1,830	1,830	2,516	-
550-3430-431.40-70	VACATION-4TH WEEK BUYBK.	-	366	-	-
550-3430-431.40-81	GROUP INSURANCE	5,672	-	-	-
550-3430-431.40-82	MEDICAL INSURANCE	-	6,028	6,281	-
550-3430-431.40-83	DENTAL INSURANCE	-	598	598	-
550-3430-431.40-84	LIFE INSURANCE	-	39	40	-
550-3430-431.40-85	RETIREMENT - TMRS	12,522	16,470	15,735	-
550-3430-431.40-87	SOCIAL SECURITY	9,170	8,716	8,647	-
550-3430-431.40-88	MEDICARE	-	2,038	2,022	-
550-3430-431.40-89	WORKERS COMPENSATION	215	251	247	-
575-3430-431.40-05	FULL-TIME SALARIES	15,100	13,971	13,827	-
575-3430-431.40-25	LONGEVITY	68	65	57	-
575-3430-431.40-30	INCENTIVE PAY	16	16	16	-
575-3430-431.40-50	CAR ALLOWANCE	180	180	83	-
575-3430-431.40-70	VACATION-4TH WEEK BUYBK.	-	36	36	-
575-3430-431.40-81	GROUP INSURANCE	899	-	-	-
575-3430-431.40-82	MEDICAL INSURANCE	-	593	618	-
575-3430-431.40-83	DENTAL INSURANCE	-	58	58	-
575-3430-431.40-84	LIFE INSURANCE	-	4	3	-
575-3430-431.40-85	RETIREMENT - TMRS	1,523	1,591	1,519	-
575-3430-431.40-87	SOCIAL SECURITY	1,125	841	835	-
575-3430-431.40-88	MEDICARE	-	197	195	-
575-3430-431.40-89	WORKERS COMPENSATION	26	24	24	-
<b>Personnel Services</b>		<b>300,284</b>	<b>338,291</b>	<b>334,608</b>	<b>419,468</b>

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
<b>Supplies</b>					
010-3430-431.41-10	OFFICE	\$ -	\$ -	\$ 68	\$ 75
010-3430-431.41-15	POSTAGE/CARRIER SERVICE	-	-	10	28
010-3430-431.41-35	PRINT SUPPLIES	-	-	194	300
540-3430-431.41-10	OFFICE	36	75	-	-
540-3430-431.41-15	POSTAGE/CARRIER SERVICE	7	28	-	-
540-3430-431.41-20	UNIFORMS AND CLOTHING	-	-	50	-
540-3430-431.41-35	PRINT SUPPLIES	107	300	-	-
550-3430-431.41-35	PRINT SUPPLIES	286	-	-	-
550-3430-431.41-40	COMPUTER SUPPLIES	80	-	-	-
575-3430-431.41-10	OFFICE	81	-	-	-
	<b>Supplies</b>	<b>597</b>	<b>403</b>	<b>322</b>	<b>403</b>
<b>Repair &amp; Maintenance</b>					
010-3430-431.42-43	COMPUTER/SOFTWARE MAINT	-	-	900	900
550-3430-431.42-43	COMPUTER/SOFTWARE MAINT	747	-	-	-
	<b>Repair &amp; Maintenance</b>	<b>747</b>	<b>-</b>	<b>900</b>	<b>900</b>
<b>Support Services</b>					
010-3430-431.44-05	TELEPHONE	-	-	405	600
010-3430-431.44-10	EQUIPMENT RENTAL/LEASE	203	-	3,956	3,956
010-3430-431.44-30	TRAINING AND TRAVEL	-	-	200	7,000
010-3430-431.44-70	TROPHIES AND AWARDS	-	-	100	50
010-3430-431.44-75	DUES AND MEMBERSHIPS	-	-	2,483	2,483
540-3430-431.44-10	EQUIPMENT RENTAL/LEASE	2,027	-	-	-
540-3430-431.44-75	DUES AND MEMBERSHIPS	1,466	-	-	-
550-3430-431.44-05	TELEPHONE	694	650	-	-
550-3430-431.44-10	EQUIPMENT RENTAL/LEASE	4,380	3,281	-	-
550-3430-431.44-30	TRAINING AND TRAVEL	-	7,000	-	-
550-3430-431.44-75	DUES AND MEMBERSHIPS	1,760	2,483	-	-
575-3430-431.44-10	EQUIPMENT RENTAL/LEASE	459	-	-	-
575-3430-431.44-30	TRAINING AND TRAVEL	189	-	-	-
575-3430-431.44-75	DUES AND MEMBERSHIPS	233	-	-	-
	<b>Support Services</b>	<b>11,411</b>	<b>13,414</b>	<b>7,144</b>	<b>14,089</b>
<b>Minor Capital</b>					
010-3430-431.46-37	TELEPHONE EQUIPMENT	282	-	282	-
010-3430-431.46-40	COMPUTER EQUIP/SOFTWARE	1,210	-	-	-
	<b>Minor Capital</b>	<b>1,492</b>	<b>-</b>	<b>282</b>	<b>-</b>
<b>Professional Services</b>					
010-3430-431.47-20	ENGINEERING SERVICES	-	-	907	2,625
550-3430-431.47-20	ENGINEERING SERVICES	-	2,675	-	-
	<b>Professional Services</b>	<b>-</b>	<b>2,675</b>	<b>907</b>	<b>2,625</b>
<b>Designated Expenses</b>					
010-3430-431.50-10	ISF CHARGES	-	-	-	54,927
	<b>Designated Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>54,927</b>
<b>Public Works</b>		<b>\$ 314,532</b>	<b>\$ 354,783</b>	<b>\$ 344,163</b>	<b>\$ 492,412</b>

Note: The following Public Works Administration mission elements are divided between General Fund, Water & Sewer Fund, Solid Waste Fund, and Drainage Utility Fund. This data is duplicated in each fund.

**Mission Element: Provide general oversight to all Public Works divisions.**

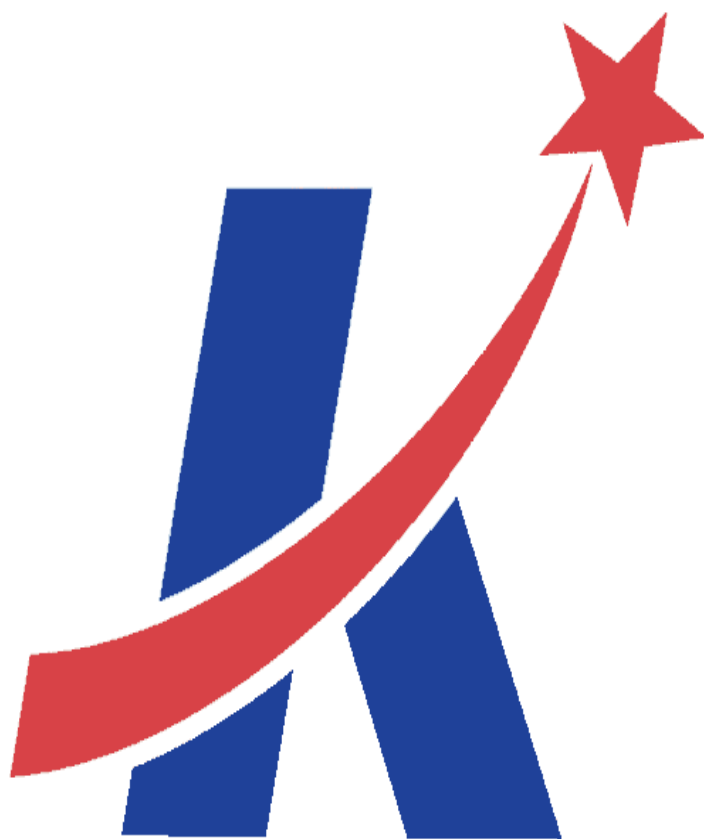
**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Prepare & present City Council action items.	100	30	30	24	30	31	35
Present City Council discussion items.	100	40	40	6	15	19	25
Provide Engineering division oversight.	83	1%	1%	5%	1%	0.1	0.05
Provide Environmental Services division oversight.	416	5%	5%	5%	5%	0.05	0.1
Provide Solid Waste Services division oversight.	3,062	38%	38%	30%	38%	0.35	0.35
Provide Street Operations division oversight.	416	5%	5%	3%	5%	0.05	0.1
Provide Water & Sewer division oversight.	4,143	51%	51%	57%	51%	0.45	0.4





## ***Environmental, Drainage & Mowing***





# FY 2020 Proposed Budget Presentation

Funds: Multiple Funds

Department: Public Works

Divisions: Environmental Services,  
Drainage Maintenance, &  
Mowing

# Mission

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The Environmental Services Division's mission is to manage and maintain the storm water drainage system.



# Mission Elements

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- ❑ Manage the City's Storm Water Management Plan and Industrial Storm Water permits.
- ❑ Mow and maintain drainage infrastructure system including surface drainage and storm drain pipes.
- ❑ Implement the City's Drainage Capital Improvement Program and Master Plans.
- ❑ Develop and ensure compliance with the City's Drainage Design Manual and drainage standards.
- ❑ Mow and maintain the vegetative portions of the City's public right of ways (ROW).



# By the Numbers:

---

- ❑ Maintain Drainage Infrastructure & ROW Vegetation:
  - ❑ Annual Acres Mowed & Maintained: 9,401
  - ❑ Internal Repair Projects: 43
- ❑ Master Plan/CIP:
  - ❑ Professional Services & Construction Contracts: 6
- ❑ Storm Water Management Plan/MS4:
  - ❑ Surface Water Quality Tests: 4,231
  - ❑ Environmental Inspections: 888
  - ❑ Emergency Response Incidents: 99
  - ❑ Public Outreach Events: 78



# Goals for FY 2020

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- ☐ Meet or exceed all of the mission elements and performance indicators.
- ☐ Implement an updated drainage rate methodology.
- ☐ Increase efficiencies by merging with the street services division.

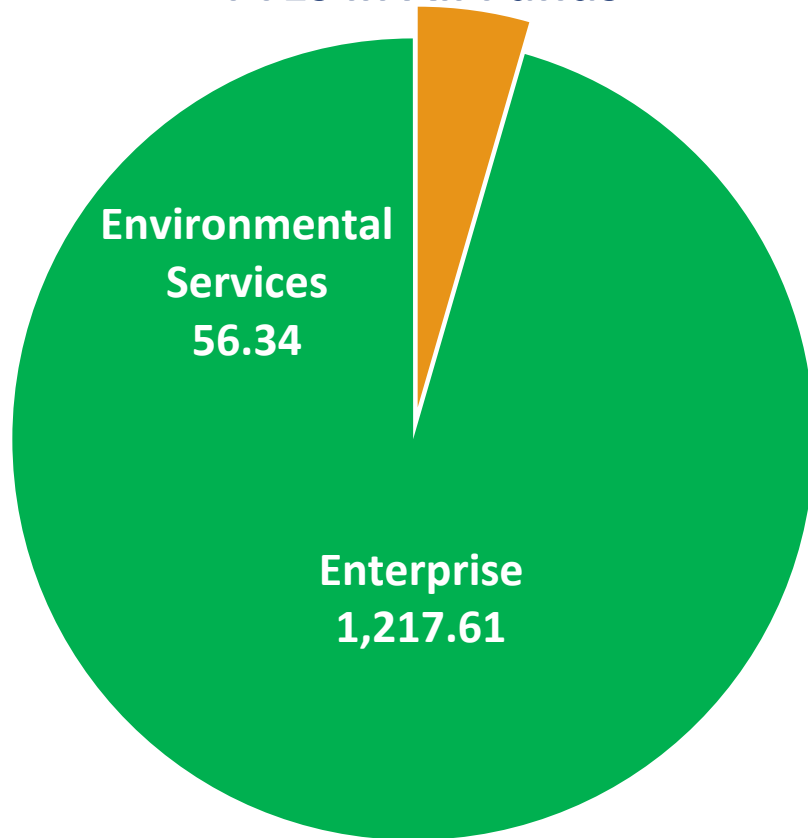


# How Environmental Services Fits in the Enterprise in FY 2020 – Staffing & Budget

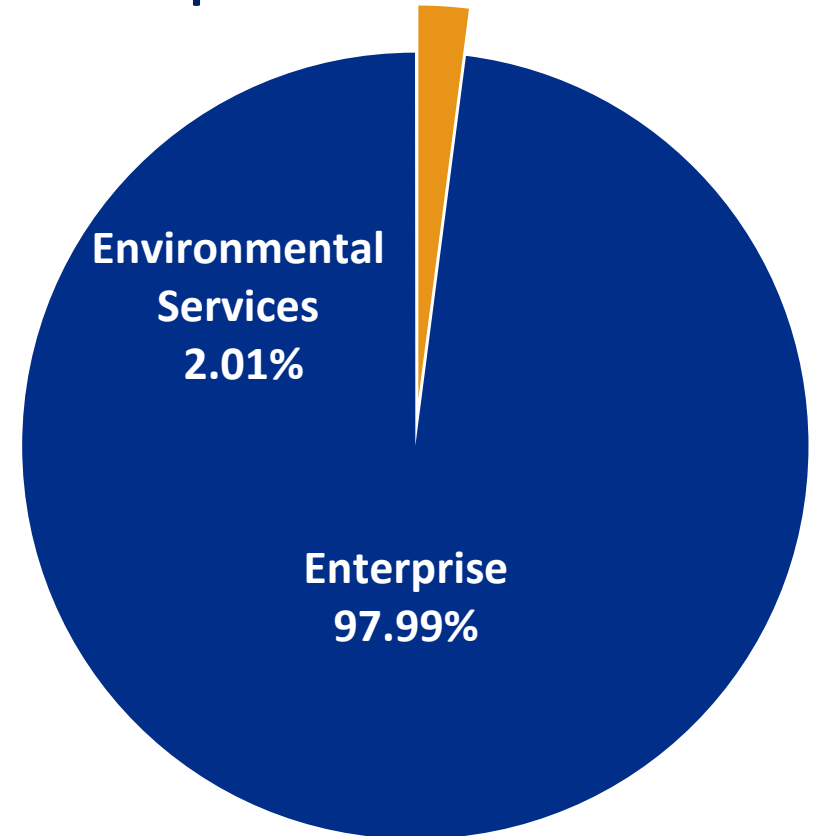
4.42% of FTEs in Enterprise

2.01% of Expenses in Enterprise

FTEs in All Funds



Expenses in All Funds



All Funds FTEs = 1,273.95

All Funds = \$209,423,419



# Staffing

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<b>FTEs by Fund</b>	<b>Budgeted FY 2018</b>	<b>Budgeted FY 2019</b>	<b>Proposed FY 2020</b>
Drainage	39.84	39.84	39.84
Solid Waste	16.50	16.50	16.50
Water and Sewer	0.80	0.80	0.00
Support Services	0.00	0.00	0.80
<b>FTEs</b>	<b>57.14</b>	<b>57.14</b>	<b>57.14</b>



# Revenue Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
<b>Revenue:</b>				
Operations Fees	\$ 4,168,665	\$ 4,293,479	\$ 4,247,806	\$ 4,376,105
Miscellaneous	267,534	42,212	52,941	92,556
Grants	14,333	-	-	-
(To) Drainage Fund	(2,371,166)	(2,036,888)	(2,212,895)	(1,316,458)
From Solid Waste Fund	644,634	789,628	740,751	1,055,106
<b>Total</b>	<b>\$ 2,723,999</b>	<b>\$ 3,088,431</b>	<b>\$ 2,828,603</b>	<b>\$ 4,207,309</b>
=Base request				\$ 4,207,309
+Decision Packages - From Additional Revenue				-
=Total				\$ 4,207,309



# Explanation of Revenue Variance

- ❑ Operation fees revenue increase due to increase in number of customers.
- ❑ Miscellaneous revenues increase –
  - ❑ Interest income.



# Drainage by Mission Element

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Proposed Budget
APW001	Manage the City's Storm Water Management Plan and Industrial Storm Water permits.	3.54	7,363.20	\$ 300,750	\$ 353,228
APW002	Mow and maintain drainage infrastructure system including surface drainage and storm drain pipes.	33.73	70,159.20	1,699,090	1,995,566
APW003	Implement the City's Drainage Capital Improvement Program and Master Plans.	0.29	603.20	37,879	44,488
APW004	Develop and ensure compliance with the City's Drainage Design Manual and drainage standards.	0.97	2,017.60	62,043	72,869
APW005	Mow & maintain the vegetative portions of the City's public right of ways.	18.61	38,708.80	728,841	856,017
	Support Services ISF Charges	-	-	-	885,141
		<u>57.14</u>	<u>118,852.00</u>	<u>\$ 2,828,603</u>	<u>\$ 4,207,309</u>



# Expense Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
<b>Expense:</b>				
Operations				
• Personnel Services	\$ 2,099,783	\$ 2,432,539	\$ 2,234,903	\$ 2,502,203
• Materials & Supplies	376,720	572,592	502,145	575,922
• Contracts	54,500	83,300	91,555	56,600
• Support Services ISF Charges	-	-	-	885,141
• Capital Outlay	192,997	-	-	-
<b>Total</b>	<b>\$ 2,723,999</b>	<b>\$ 3,088,431</b>	<b>\$ 2,828,603</b>	<b>\$ 4,019,866</b>
=Base request				\$ 4,019,866
+Decision packages - Compensation Equity				187,443
=Total				\$ 4,207,309



# Explanation of Expense Variance

- ☐ Cost of living increase.
- ☐ Inflationary increase.
- ☐ Allocation of support services internal service fund charges.



# Decision Packages Approved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Compensation Equity Phase 2	1	\$187,443	\$0	\$187,443
Total Decision Packages		\$187,443	\$0	\$187,443



# Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
<b><i>Mowing:</i></b>				
Reclassification to Superintendent	1	\$5,992	\$0	\$5,992
Reclassification to Supervisor	2	18,050	0	18,050
<b><i>Drainage Maintenance:</i></b>				
Reclassification to Superintendent (Projects)	1	7,014	0	7,014
Reclassification to Supervisor (Projects)	2	9,398	0	9,398
Reclassification to Superintendent (Drainage)	3	9,979	0	9,979
Reclassification to Supervisor (Drainage)	4	16,199	0	16,199





# Decision Packages Disapproved by City Manager (cont'd)

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Description	Priority	Expense	Revenue	Net Cost
<b><i>Drainage Maintenance (cont'd):</i></b>				
Reclassification to Manager (Mowing & Drainage)	5	\$7,849	\$0	\$7,849
Total Decision Packages		\$74,481	\$0	\$74,481

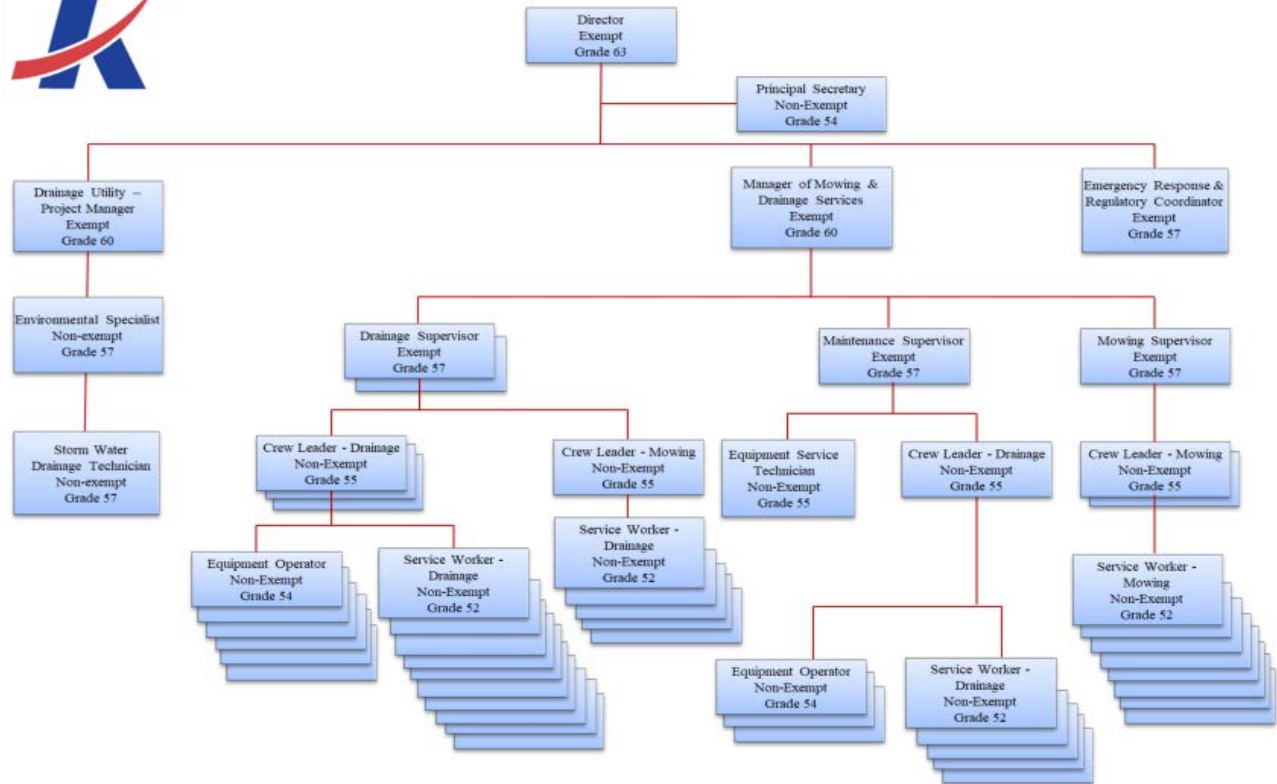


# City Manager's Comments





## Environmental Services Division



### DIVISION MISSION STATEMENT

The Environmental Services Division's mission is to manage and maintain the storm water drainage system.

### MISSION ELEMENTS

- Manage the City's Storm Water Management Plan and Industrial Storm Water permits.
- Mow and maintain drainage infrastructure system including surface drainage and storm drain pipes.
- Implement the City's Drainage Capital Improvement Program and Master Plans.
- Develop and ensure compliance with the City's Drainage Design Manual and drainage standards.

### GOALS

- Meet or exceed all of the mission elements and performance indicators.
- Implement an updated drainage rate methodology.
- Increase efficiencies by merging with the street services division.

FINANCIAL INFORMATION

Revenue Summary

General Resources

Total

FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
\$ 389,272	\$ 469,113	\$ 432,837	\$ 620,487
\$ 389,272	\$ 469,113	\$ 432,837	\$ 620,487

Expenses Summary

Personnel Services

Material & Supplies

Contracts

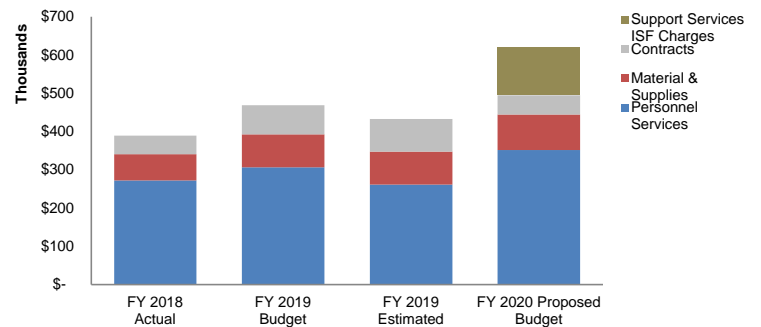
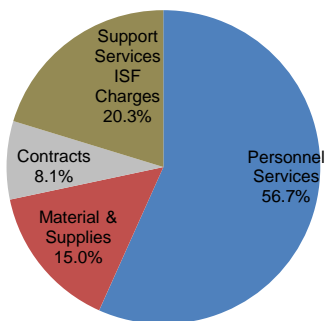
Support Services ISF Charges

Total

FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
\$ 272,492	\$ 306,064	\$ 260,881	\$ 351,871
67,829	86,349	86,401	92,875
48,950	76,700	85,555	50,000
-	-	-	125,741
\$ 389,272	\$ 469,113	\$ 432,837	\$ 620,487

Department Expenses

Department Expense History

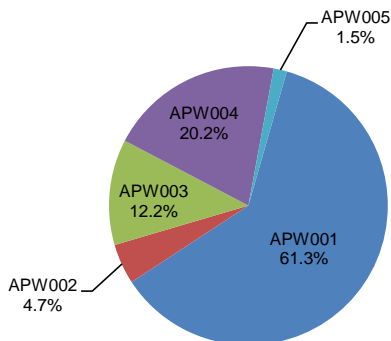


**PUBLIC WORKS  
ENVIRONMENTAL SERVICES**

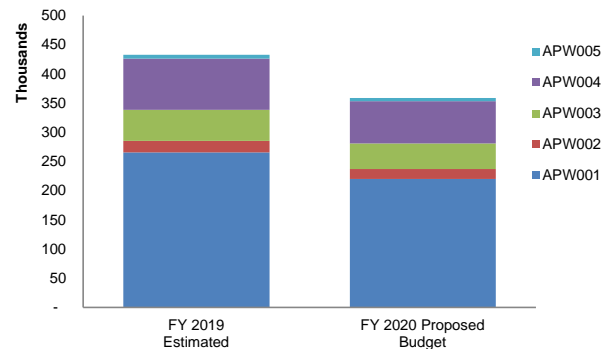
**CITY OF KILLEEN  
FY2020 PROPOSED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Proposed Budget
APW001	Manage the City's Storm Water Management Plan and Industrial Storm Water permits.	3.54	7,363.20	\$ 309,028	\$ 353,228
APW002	Mow and maintain drainage infrastructure system including surface drainage and storm drain pipes.	0.29	603.20	15,840	18,106
APW003	Implement the City's Drainage Capital Improvement Program and Master Plans.	0.29	603.20	38,921	44,488
APW004	Develop and ensure compliance with the City's Drainage Design Manual and drainage standards.	0.97	2,017.60	63,751	72,869
APW005	Mow & maintain the vegetative portions of the City's public right of ways.	0.11	228.80	5,297	6,055
	Support Services ISF Charges	-	-	-	125,741
		<u>5.20</u>	<u>10,816.00</u>	<u>\$ 432,837</u>	<u>\$ 620,487</u>

**Department Expenditures  
by Mission Element**



**Department Expenditure History  
by Mission Element**



**Staffing**

Director of Environmental Services <sup>1</sup>	
Emergency Response & Reg Coordinator	
Environmental Specialist	
Principal Secretary	
Project Manager (Drainage)	
Storm Water Drainage Technician	
<b>Total</b>	

	FY 2018 Actual	FY 2019 Estimated	FY 2020 Proposed Budget
Director of Environmental Services <sup>1</sup>	0.20	0.20	0.20
Emergency Response & Reg Coordinator	1.00	1.00	1.00
Environmental Specialist	1.00	1.00	1.00
Principal Secretary	1.00	1.00	1.00
Project Manager (Drainage)	1.00	1.00	1.00
Storm Water Drainage Technician	1.00	1.00	1.00
<b>Total</b>	<u>5.20</u>	<u>5.20</u>	<u>5.20</u>

<sup>1</sup> - Director of Environmental Services position is split between Environmental Services and Water & Sewer Engineering

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
<b>Environmental Services</b>					
<b>Personnel Services</b>					
575-3476-432.40-05	FULL-TIME SALARIES	\$ 205,013	\$ 223,894	\$ 201,041	\$ 255,323
575-3476-432.40-15	OVERTIME	350	-	1,983	3,962
575-3476-432.40-25	LONGEVITY	1,565	1,978	1,412	1,748
575-3476-432.40-30	INCENTIVE PAY	3,965	4,500	2,505	3,600
575-3476-432.40-37	BILINGUAL PAY	550	600	275	600
575-3476-432.40-55	ON CALL	1,460	2,000	410	2,000
575-3476-432.40-70	VACATION-4TH WEEK BUYBK.	-	-	600	-
575-3476-432.40-81	GROUP INSURANCE	20,313	-	-	-
575-3476-432.40-82	MEDICAL INSURANCE	-	25,695	12,675	28,589
575-3476-432.40-83	DENTAL INSURANCE	-	1,434	707	1,433
575-3476-432.40-84	LIFE INSURANCE	-	94	46	93
575-3476-432.40-85	RETIREMENT - TMRS	21,087	25,977	22,546	31,560
575-3476-432.40-87	SOCIAL SECURITY	15,791	13,993	12,458	16,126
575-3476-432.40-88	MEDICARE	-	3,273	1,650	3,771
575-3476-432.40-89	WORKERS COMPENSATION	2,399	2,626	2,573	3,066
<b>Personnel Services</b>		<b>272,492</b>	<b>306,064</b>	<b>260,881</b>	<b>351,871</b>
<b>Supplies</b>					
575-3476-432.41-10	OFFICE	680	500	447	500
575-3476-432.41-15	POSTAGE/CARRIER SERVICE	527	800	778	800
575-3476-432.41-20	UNIFORMS AND CLOTHING	1,642	2,000	1,592	1,690
575-3476-432.41-27	PUBLIC OUTREACH	5,776	4,435	7,935	7,935
575-3476-432.41-30	FUEL	1,949	2,000	2,000	3,000
575-3476-432.41-35	PRINT SUPPLIES	18,885	18,000	18,000	20,400
575-3476-432.41-37	PHONES AND ACCESSORIES	-	-	32	41
575-3476-432.41-60	FOOD SUPPLIES	1,362	2,000	2,000	2,000
575-3476-432.41-65	MINOR TOOLS	157	300	200	300
575-3476-432.41-70	CLEANING SUPPLIES	90	100	90	100
575-3476-432.41-75	MEDICAL AND CHEMICAL	9,670	7,500	7,400	7,500
575-3476-432.41-85	EDUCATIONAL AND RECREATION	-	-	-	4,630
<b>Supplies</b>		<b>40,739</b>	<b>37,635</b>	<b>40,474</b>	<b>48,896</b>
<b>Repair &amp; Maintenance</b>					
575-3476-432.43-15	VEHICLE REPAIR/MAINT	3,323	5,000	5,000	5,000
575-3476-432.43-40	COMPUTER REPAIR	476	-	-	-
<b>Repair &amp; Maintenance</b>		<b>3,799</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>Support Services</b>					
575-3476-432.44-05	TELEPHONE	3,967	4,211	4,451	4,451
575-3476-432.44-23	PERMIT FEES	900	1,000	1,200	1,000
575-3476-432.44-25	LEGAL AND PUBLIC NOTICES	183	-	-	600
575-3476-432.44-28	NOTICES REQUIRED BY LAW	-	300	-	300
575-3476-432.44-30	TRAINING AND TRAVEL	15,669	22,000	22,000	20,000
575-3476-432.44-55	FACILITIES RENTAL	-	-	310	1,000
575-3476-432.44-70	TROPHIES AND AWARDS	233	250	310	310
575-3476-432.44-75	DUES AND MEMBERSHIPS	1,290	2,953	2,368	2,418
<b>Support Services</b>		<b>22,241</b>	<b>30,714</b>	<b>30,639</b>	<b>30,079</b>

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
<b>Minor Capital</b>					
575-3476-432.46-35	EQUIPMENT AND MACHINERY	\$ 1,050	\$ 8,000	\$ 5,000	\$ 8,000
575-3476-432.46-40	COMPUTER EQUIP/SOFTWARE	-	5,000	5,000	900
575-3476-432.46-50	FURNITURE AND FIXTURES	-	-	288	-
<b>Minor Capital</b>		<b>1,050</b>	<b>13,000</b>	<b>10,288</b>	<b>8,900</b>
<b>Professional Services</b>					
575-3476-432.47-07	TESTING SERVICES	7,810	15,000	12,070	25,000
575-3476-432.47-20	ENGINEERING SERVICES	41,140	52,700	69,985	20,000
575-3476-432.47-99	SPECIAL SERVICES	-	9,000	3,500	5,000
<b>Professional Services</b>		<b>48,950</b>	<b>76,700</b>	<b>85,555</b>	<b>50,000</b>
<b>Designated Expenses</b>					
575-3476-432.50-10	ISF CHARGES	-	-	-	125,741
<b>Designated Expenses</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>125,741</b>
<b>Environmental Services</b>		<b>\$ 389,272</b>	<b>\$ 469,113</b>	<b>\$ 432,837</b>	<b>\$ 620,487</b>

Note: Drainage Maintenance, Environmental Services, and Mowing Divisions are combined. This data is duplicated in each division.

### Mission Element 1: Manage the City's Storm Water Management Plan and Industrial Storm Water permits.

**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Complete multi-year deliverables for MS4 permit.	624	19%	19%	19%	19%	19%	19%
Host/Attend watershed events.	70	22	22	24	22	40	22
Host/Attend regional events.	70	22	22	18	22	31	22
Attend school events.	384	12	12	12	12	19	12
Perform illicit discharge inspections.	168	50	48	56	48	53	48
Perform dry weather inspections & testing.	400	200	200	200	200	236	200
Perform post construction BMP inspections.	136	30	17	17	17	145	17
Conduct annual employee storm water training class.	20	12	12	12	12	41	12
Inspect City facilities.	367	147	147	147	147	361	147
Perform water quality testing (point source).	50	10	10	30	10	35	10
Inspect City storm water permitted facilities.	80	20	16	16	16	16	16
Provide emergency response.	5,610	30	0	66	0	106	0

### Mission Element 2: Mow and maintain drainage infrastructure system including surface drainage and storm drain pipes.

**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Maintain drainage channel (miles).	24,480	140	132	147	132	125	132
Maintain storm drain infrastructure (feet).	1,632	50,000	36,000	23,540	36,000	27,635	36,000
Maintain storm drain inlets.	1,632	500	250	176	250	348	250
Complete general maintenance work orders.	1,152	350	350	390	350	398	350
Complete in-house repair projects.	11,424	40	40	50	40	39	40
Manage CSCD participants.	260	250	225	265	225	248	225

### Mission Element 3: Implement the City's Drainage Capital Improvement Program and Master Plans.

**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Manage professional service contracts.	448	5	5	5	4	2	2
Manage environmental services contracts.	32	1	1	1	1	1	1
Manage grant contracts.	88	1	1	1	1	1	1
Monitor and submit regulatory permitting.	203	5	5	5	5	14	5
Monitor other permitting.	40	1	1	1	1	1	1

### Mission Element 4: Develop and ensure compliance with the City's Drainage Design Manual and drainage standards.

**Operational Targets:** Essential department functions within the mission element.

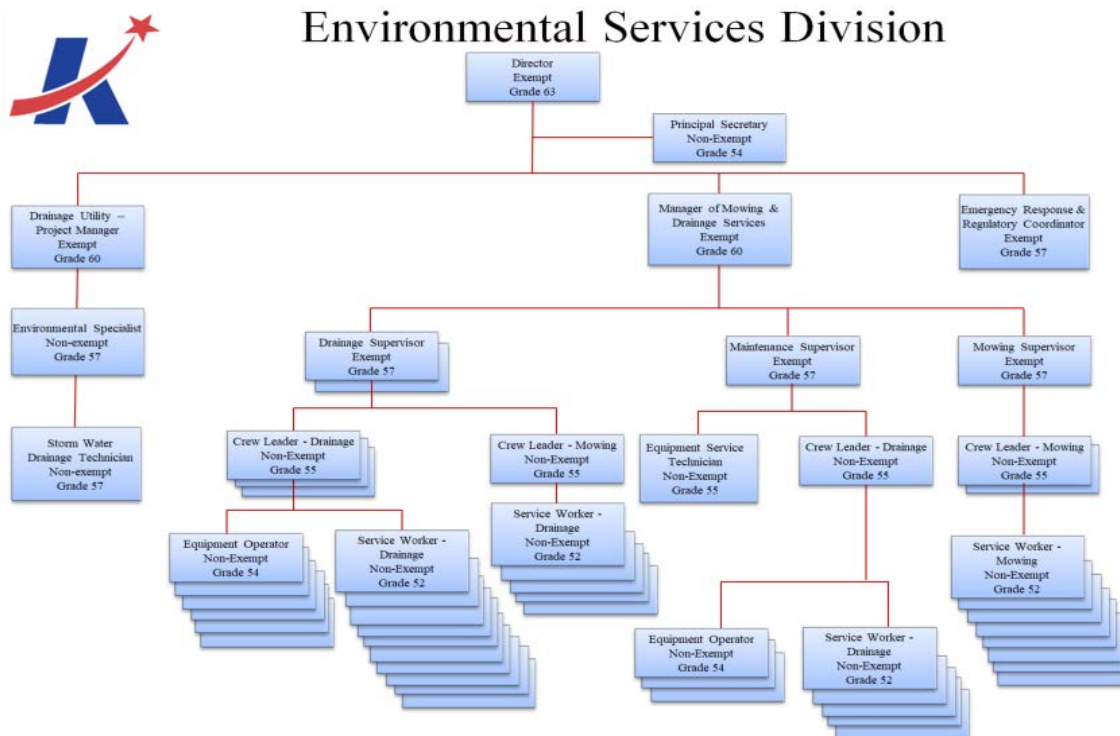
Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Review zoning cases.	15	30	30	22	30	15	6
Review plat cases.	100	50	50	105	50	24	6
Review subdivision plans.	72	6	6	28	6	10	6
Review commercial construction plans.	450	40	75	151	75	28	6
Review land/site disturbance permits.	120	40	30	57	30	31	6
Review storm water management site plans.	120	40	40	34	40	19	6
Perform field inspections.	350	100	100	187	100	305	200
Perform environmental construction inspections.	150	50	50	94	50	45	12
Perform C/O inspections.	360	50	60	40	60	85	12
Issue environmental code citations and violations.	76	15	0	30	0	22	0
Issue environmental warnings.	125	50	0	61	0	124	0

### Mission Element 5: Mow & maintain the vegetative portions of the City's public right of ways.

**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Mow rights-of-way (acres).	21,600	8,500	8,500	7,633	7,600	9,064	8,500
Complete mowing rotations.	3,323	12	7	12	11	13	11
Complete mowing work orders.	672	900	100	952	900	1,673	900
Complete tree trimming work orders.	7,200	12	12	12	12	22	12
Complete city facility work orders.	2,016	35	35	43	35	45	35
Manage CSCD participants.	260	225	225	292	225	308	225





### DIVISION MISSION STATEMENT

The Drainage Maintenance Division's mission is to manage and maintain the storm water drainage system.

### MISSION ELEMENTS

- Manage the City's Storm Water Management Plan and Industrial Storm Water permits.
- Mow and maintain drainage infrastructure system including surface drainage and storm drain pipes.
- Implement the City's Drainage Capital Improvement Program and Master Plans.
- Develop and ensure compliance with the City's Drainage Design Manual and drainage standards.

### GOALS

- Meet all of the Mission Elements and Performance Indicators.
- Update the Drainage Master Plan and Rate Model.
- Update Drainage Design Manual and Infrastructure Design and Development Standards Manual.

FINANCIAL INFORMATION

Revenue Summary

Storm Water Fees - Residential  
Storm Water Fees - Commercial  
General Resources  
**Total**

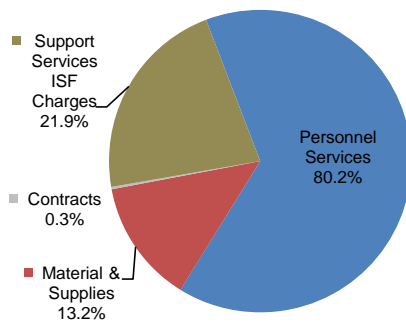
FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
\$ 3,556,834	\$ 3,653,637	\$ 3,637,352	\$ 3,731,368
611,831	639,842	610,454	644,737
(2,478,572)	(2,463,789)	(2,592,791)	(1,844,389)
<u>\$ 1,690,093</u>	<u>\$ 1,829,690</u>	<u>\$ 1,655,015</u>	<u>\$ 2,531,716</u>

Expenses Summary

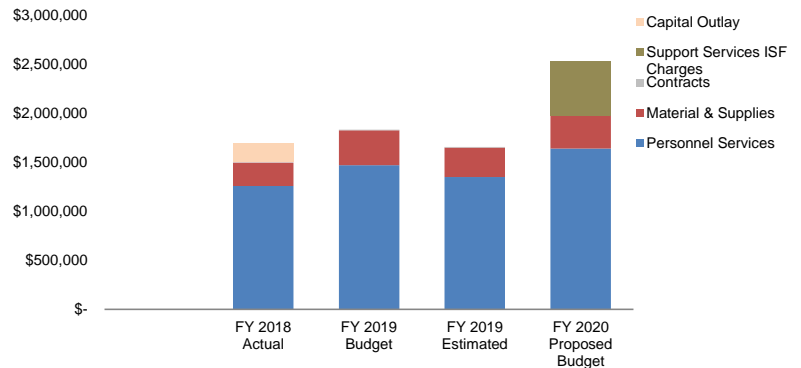
Personnel Services  
Material & Supplies  
Contracts  
Support Services ISF Charges  
Capital Outlay  
**Total**

FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
\$ 1,257,332	\$ 1,468,637	\$ 1,349,957	\$ 1,637,399
236,434	354,453	299,058	333,461
3,330	6,600	6,000	6,600
-	-	-	554,256
192,997	-	-	-
<u>\$ 1,690,093</u>	<u>\$ 1,829,690</u>	<u>\$ 1,655,015</u>	<u>\$ 2,531,716</u>

Department Expenses



Department Expense History

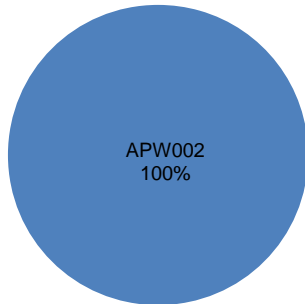


**PUBLIC WORKS  
DRAINAGE MAINTENANCE**

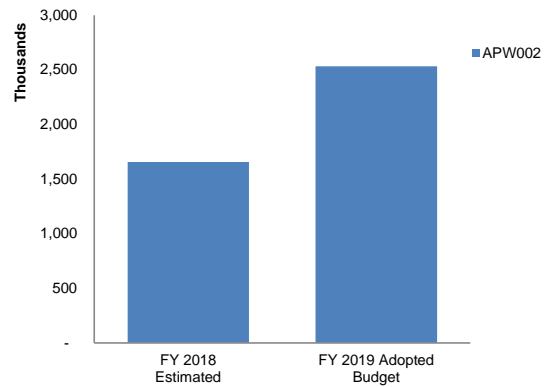
**CITY OF KILLEEN  
FY2020 PROPOSED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Proposed Budget
APW002	Mow and maintain drainage infrastructure system including surface drainage and storm drain pipes.	34.64	72,051.20	\$ 1,655,015	\$ 1,977,460
	Support Services ISF Charges	-	-	-	554,256
		<u>34.64</u>	<u>72,051.20</u>	<u>\$ 1,655,015</u>	<u>\$ 2,531,716</u>

**Department Expenditures  
by Mission Element**



**Department Expenditure History  
by Mission Element**



**Staffing**

Crew Leader (Drainage)  
Equipment Operator  
Equipment Services Technician <sup>1</sup>  
Manager (Mowing & Drainage)  
Seasonal Drainage Service Worker  
Seasonal Mowing Service Worker  
Secretary <sup>2</sup>  
Service Worker (Drainage)  
Supervisor (Drainage Maint.)

**Total Staffing**

	FY 2018 Actual	FY 2019 Estimated	FY 2020 Proposed Budget
Crew Leader (Drainage)	4.00	4.00	4.00
Equipment Operator	10.00	10.00	10.00
Equipment Services Technician <sup>1</sup>	0.50	0.50	0.50
Manager (Mowing & Drainage)	1.00	1.00	1.00
Seasonal Drainage Service Worker	1.07	1.07	1.07
Seasonal Mowing Service Worker	1.07	1.07	1.07
Secretary <sup>2</sup>	-	-	-
Service Worker (Drainage)	14.00	14.00	14.00
Supervisor (Drainage Maint.)	3.00	3.00	3.00
<b>Total Staffing</b>	<u>34.64</u>	<u>34.64</u>	<u>34.64</u>

<sup>1</sup> - Equipment Services Technician position is split between Drainage Maintenance and Mowing

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
<b>Drainage Maintenance</b>					
<b>Personnel Services</b>					
575-3448-434.40-05	FULL-TIME SALARIES	\$ 846,868	\$ 989,274	\$ 917,407	\$ 1,107,096
575-3448-434.40-11	SEASONAL EMPLOYEES	44,039	32,276	32,276	33,050
575-3448-434.40-15	OVERTIME	8,578	23,163	14,661	23,163
575-3448-434.40-25	LONGEVITY	7,617	9,624	8,432	10,656
575-3448-434.40-30	INCENTIVE PAY	9,188	11,880	9,998	12,420
575-3448-434.40-37	BILINGUAL PAY	600	600	600	600
575-3448-434.40-55	ON CALL	17,780	18,500	17,755	18,500
575-3448-434.40-70	VACATION-4TH WEEK BUYBK.	2,700	2,700	2,700	4,200
575-3448-434.40-81	GROUP INSURANCE	139,013	-	-	-
575-3448-434.40-82	MEDICAL INSURANCE	-	145,770	134,257	162,189
575-3448-434.40-83	DENTAL INSURANCE	-	8,977	7,871	8,686
575-3448-434.40-84	LIFE INSURANCE	-	585	530	585
575-3448-434.40-85	RETIREMENT - TMRS	88,433	117,716	106,331	138,960
575-3448-434.40-87	SOCIAL SECURITY	70,942	66,710	59,696	73,943
575-3448-434.40-88	MEDICARE	-	15,599	13,961	17,295
575-3448-434.40-89	WORKERS COMPENSATION	21,574	25,263	23,482	26,056
<b>Personnel Services</b>		<b>1,257,332</b>	<b>1,468,637</b>	<b>1,349,957</b>	<b>1,637,399</b>
<b>Supplies</b>					
575-3448-434.41-10	OFFICE	896	800	796	800
575-3448-434.41-15	POSTAGE/CARRIER SERVICE	-	164	70	164
575-3448-434.41-20	UNIFORMS AND CLOTHING	27,603	34,722	32,136	30,723
575-3448-434.41-30	FUEL	38,072	40,000	38,072	40,000
575-3448-434.41-35	PRINT SUPPLIES	24	300	300	307
575-3448-434.41-65	MINOR TOOLS	3,083	4,000	4,000	4,000
575-3448-434.41-70	CLEANING SUPPLIES	3,298	3,500	3,500	3,500
575-3448-434.41-75	MEDICAL AND CHEMICAL	1,498	1,300	1,300	1,300
575-3448-434.41-90	AGRICULTURAL SUPPLIES	3,234	2,500	2,500	2,500
<b>Supplies</b>		<b>77,707</b>	<b>87,286</b>	<b>82,674</b>	<b>83,294</b>
<b>Repair &amp; Maintenance</b>					
575-3448-434.42-05	WALKS AND DRIVES	48	300	800	300
575-3448-434.42-35	FENCE MAINTENANCE	68	250	250	250
575-3448-434.42-37	SIGN MAINTENANCE	339	300	400	300
575-3448-434.42-95	DRAINAGE	31,015	40,000	38,863	40,000
575-3448-434.43-10	SMALL EQUIP REPAIR	3,468	15,000	15,000	10,000
575-3448-434.43-15	VEHICLE REPAIR/MAINT	25,524	38,000	38,000	30,000
575-3448-434.43-25	RADIO AND COMMUNICATION	152	300	300	300
575-3448-434.43-50	MACHINERY	29,213	35,000	33,000	35,000
<b>Repair &amp; Maintenance</b>		<b>89,827</b>	<b>129,150</b>	<b>126,613</b>	<b>116,150</b>
<b>Support Services</b>					
575-3448-434.44-04	WATER SERVICE	654	2,000	1,000	2,000
575-3448-434.44-05	TELEPHONE	4,670	6,500	4,670	6,500
575-3448-434.44-10	EQUIPMENT RENTAL/LEASE	1,115	79,751	47,000	79,751
575-3448-434.44-30	TRAINING AND TRAVEL	6,852	10,000	9,500	9,000
575-3448-434.44-50	ELECTRICITY SERVICES	-	9,940	4,075	9,940
575-3448-434.44-75	DUES AND MEMBERSHIPS	1,525	1,826	1,826	1,826
<b>Support Services</b>		<b>14,816</b>	<b>110,017</b>	<b>68,071</b>	<b>109,017</b>
<b>Minor Capital</b>					
575-3448-434.46-30	NEW RADIOS	47,663	-	-	-
575-3448-434.46-35	EQUIPMENT AND MACHINERY	3,055	25,000	18,700	25,000

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
575-3448-434.46-40	COMPUTER EQUIP/SOFTWARE	\$ 3,121	\$ 3,000	\$ 3,000	\$ -
575-3448-434.46-50	FURNITURE AND FIXTURES	245	-	-	-
	<b>Minor Capital</b>	<b>54,084</b>	<b>28,000</b>	<b>21,700</b>	<b>25,000</b>
	<b>Designated Expenses</b>				
575-3448-434.50-10	ISF CHARGES	-	-	-	554,256
575-3448-434.50-32	CONTRACT LABOR	3,330	6,600	6,000	6,600
	<b>Designated Expenses</b>	<b>3,330</b>	<b>6,600</b>	<b>6,000</b>	<b>560,856</b>
	<b>Capital Outlay</b>				
575-3448-434.61-70	LEASE ASSETS	192,997	-	-	-
	<b>Capital Outlay</b>	<b>192,997</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Drainage Maintenance</b>	<b>\$ 1,690,093</b>	<b>\$ 1,829,690</b>	<b>\$ 1,655,015</b>	<b>\$ 2,531,716</b>

Note: Drainage Maintenance, Environmental Services, and Mowing Divisions are combined. This data is duplicated in each division.

**Mission Element 1: Manage the City's Storm Water Management Plan and Industrial Storm Water permits.**

**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Complete multi-year deliverables for MS4 permit.	624	19%	19%	19%	19%	19%	19%
Host/Attend watershed events.	70	22	22	24	22	40	22
Host/Attend regional events.	70	22	22	18	22	31	22
Attend school events.	384	12	12	12	12	19	12
Perform illicit discharge inspections.	168	50	48	56	48	53	48
Perform dry weather inspections & testing.	400	200	200	200	200	236	200
Perform post construction BMP inspections.	136	30	17	17	17	145	17
Conduct annual employee storm water training class.	20	12	12	12	12	41	12
Inspect City facilities.	367	147	147	147	147	361	147
Perform water quality testing (point source).	50	10	10	30	10	35	10
Inspect City storm water permitted facilities.	80	20	16	16	16	16	16
Provide emergency response.	5,610	30	0	66	0	106	0

**Mission Element 2: Mow and maintain drainage infrastructure system including surface drainage and storm drain pipes.**

**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Maintain drainage channel (miles).	24,480	140	132	147	132	125	132
Maintain storm drain infrastructure (feet).	1,632	50,000	36,000	23,540	36,000	27,635	36,000
Maintain storm drain inlets.	1,632	500	250	176	250	348	250
Complete general maintenance work orders.	1,152	350	350	390	350	398	350
Complete in-house repair projects.	11,424	40	40	50	40	39	40
Manage CSCD participants.	260	250	225	265	225	248	225

**Mission Element 3: Implement the City's Drainage Capital Improvement Program and Master Plans.**

**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Manage professional service contracts.	448	5	5	5	4	2	2
Manage environmental services contracts.	32	1	1	1	1	1	1
Manage grant contracts.	88	1	1	1	1	1	1
Monitor and submit regulatory permitting.	203	5	5	5	5	14	5
Monitor other permitting.	40	1	1	1	1	1	1

**Mission Element 4: Develop and ensure compliance with the City's Drainage Design Manual and drainage standards.**

**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Review zoning cases.	15	30	30	22	30	15	6
Review plat cases.	100	50	50	105	50	24	6
Review subdivision plans.	72	6	6	28	6	10	6
Review commercial construction plans.	450	40	75	151	75	28	6
Review land/site disturbance permits.	120	40	30	57	30	31	6
Review storm water management site plans.	120	40	40	34	40	19	6
Perform field inspections.	350	100	100	187	100	305	200
Perform environmental construction inspections.	150	50	50	94	50	45	12
Perform C/O inspections.	360	50	60	40	60	85	12
Issue environmental code citations and violations.	76	15	0	30	0	22	0
Issue environmental warnings.	125	50	0	61	0	124	0

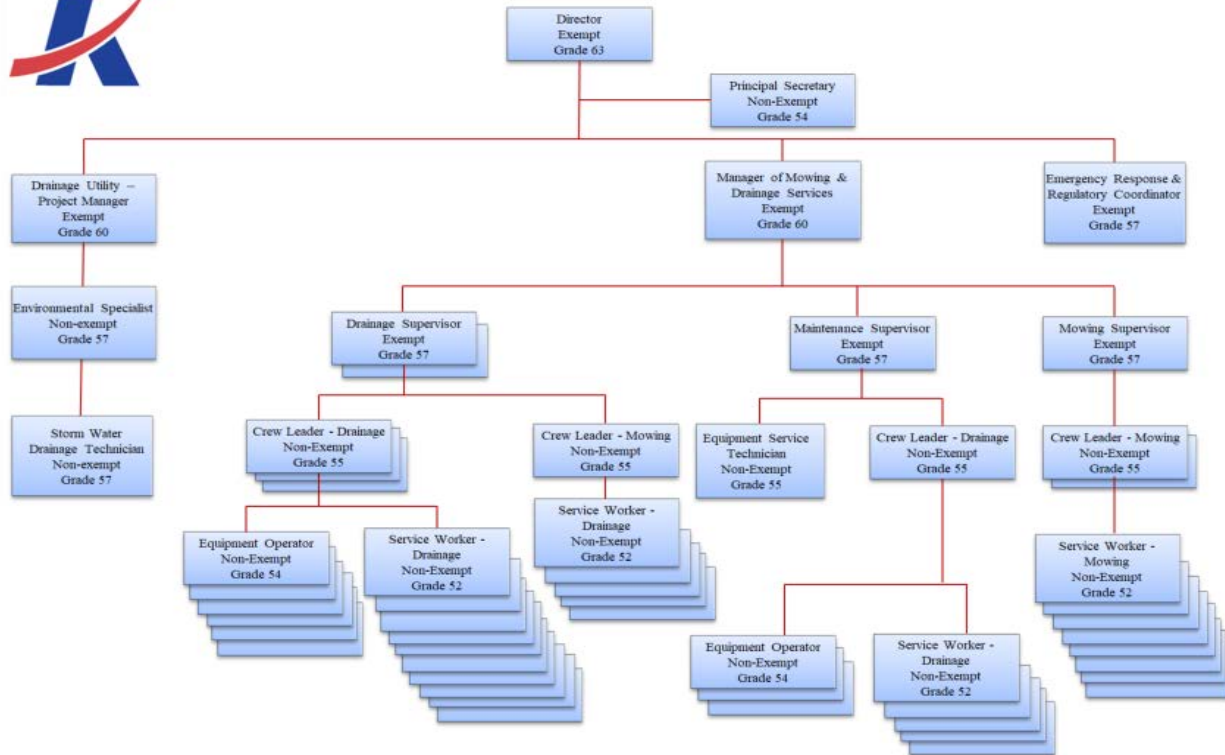
**Mission Element 5: Mow & maintain the vegetative portions of the City's public right of ways.**

**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Mow rights-of-way (acres).	21,600	8,500	8,500	7,633	7,600	9,064	8,500
Complete mowing rotations.	3,323	12	7	12	11	13	11
Complete mowing work orders.	672	900	100	952	900	1,673	900
Complete tree trimming work orders.	7,200	12	12	12	12	22	12
Complete city facility work orders.	2,016	35	35	43	35	45	35
Manage CSCD participants.	260	225	225	292	225	308	225



## Environmental Services Division



### DIVISION MISSION STATEMENT

The Environmental Services Division's mission is to manage and maintain the storm water drainage system.

### MISSION ELEMENTS

- Mow and maintain drainage infrastructure system including surface drainage and storm drain pipes.

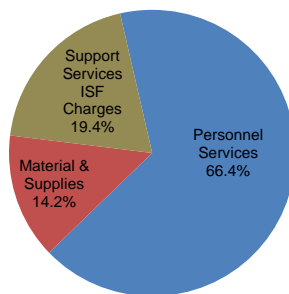
### GOALS

- Meet all of the Mission Elements and Performance Indicators.
- Update the Drainage Master Plan and Rate Model.
- Update Drainage Design Manual and Infrastructure Design and Development Standards Manual.

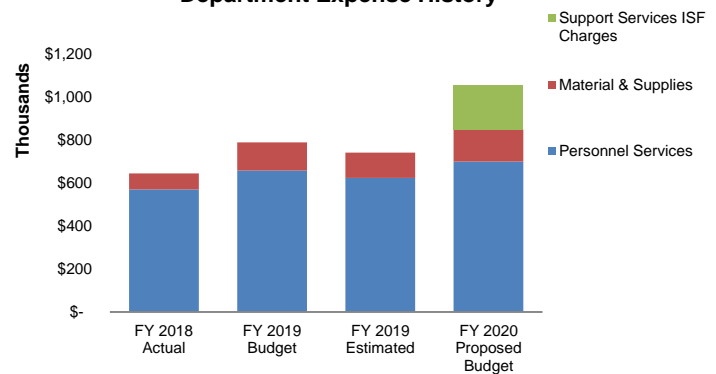
**FINANCIAL INFORMATION**

	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Estimated</b>	<b>FY 2020 Proposed Budget</b>
<b>Revenue Summary</b>				
General Resources	\$ 644,634	\$ 789,628	\$ 740,751	\$ 1,055,106
<b>Total</b>	<b>\$ 644,634</b>	<b>\$ 789,628</b>	<b>\$ 740,751</b>	<b>\$ 1,055,106</b>
	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Estimated</b>	<b>FY 2020 Proposed Budget</b>
<b>Expenses Summary</b>				
Personnel Services	\$ 569,959	\$ 657,838	\$ 624,065	\$ 700,376
Material & Supplies	74,675	131,790	116,686	149,586
Support Services ISF Charges	-	-	-	205,144
<b>Total</b>	<b>\$ 644,634</b>	<b>\$ 789,628</b>	<b>\$ 740,751</b>	<b>\$ 1,055,106</b>

**Department Expenses**



**Department Expense History**



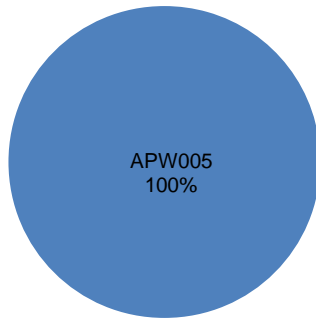


**PUBLIC WORKS  
MOWING**

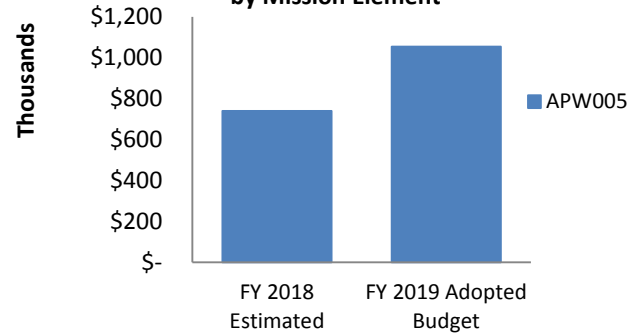
**CITY OF KILLEEN  
FY2020 PROPOSED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Proposed Budget
APW005	Mow & maintain the vegetative portions of the City's public right of ways.	16.50	34,320.00	\$ 740,751	\$ 849,962
	Support Services ISF Charges	-	-	-	205,144
		<u>16.50</u>	<u>34,320.00</u>	<u>\$ 740,751</u>	<u>\$ 1,055,106</u>

**Department Expenses  
by Mission Element**



**Department Expenses History  
by Mission Element**



	FY 2018 Actual	FY 2019 Estimated	FY 2020 Proposed Budget
<b>Staffing</b>			
Equipment Services Technician	0.50	0.50	0.50
Crew Leader (Mowing)	3.00	3.00	3.00
Service Worker (Mowing)	12.00	12.00	12.00
Supervisor (Mowing)	1.00	1.00	1.00
<b>Total Staffing</b>	<u>16.50</u>	<u>16.50</u>	<u>16.50</u>

1 - Equipment Services Technician position is split between Drainage Maintenance and Mowing

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
<b>Mowing</b>					
<b>Personnel Services</b>					
540-3478-439.40-05	FULL-TIME SALARIES	\$ 397,434	\$ 456,067	\$ 428,229	\$ 486,314
540-3478-439.40-15	OVERTIME	6,809	7,780	10,635	7,780
540-3478-439.40-25	LONGEVITY	3,489	4,440	3,882	4,945
540-3478-439.40-30	INCENTIVE PAY	2,565	2,160	2,940	2,520
540-3478-439.40-37	BILINGUAL PAY	50	600	-	-
540-3478-439.40-55	ON CALL	6,030	6,500	6,592	6,500
540-3478-439.40-70	VACATION-4TH WEEK BUYBK.	900	3,101	3,100	3,000
540-3478-439.40-81	GROUP INSURANCE	70,400	-	-	-
540-3478-439.40-82	MEDICAL INSURANCE	-	71,650	68,500	74,222
540-3478-439.40-83	DENTAL INSURANCE	-	4,550	4,263	4,274
540-3478-439.40-84	LIFE INSURANCE	-	297	278	279
540-3478-439.40-85	RETIREMENT - TMRS	41,317	53,592	50,259	60,356
540-3478-439.40-87	SOCIAL SECURITY	31,472	29,296	28,257	31,230
540-3478-439.40-88	MEDICARE	-	6,850	6,608	7,304
540-3478-439.40-89	WORKERS COMPENSATION	9,494	10,955	10,522	11,652
	<b>Personnel Services</b>	<b>569,959</b>	<b>657,838</b>	<b>624,065</b>	<b>700,376</b>
<b>Supplies</b>					
540-3478-439.41-10	OFFICE	250	300	300	300
540-3478-439.41-20	UNIFORMS AND CLOTHING	3,303	4,500	5,000	15,720
540-3478-439.41-30	FUEL	25,271	35,000	35,000	30,000
540-3478-439.41-35	PRINT SUPPLIES	-	100	64	100
540-3478-439.41-37	PHONES AND ACCESSORIES	-	-	65	-
540-3478-439.41-65	MINOR TOOLS	1,804	2,500	2,500	2,500
540-3478-439.41-70	CLEANING SUPPLIES	1,387	2,500	2,500	2,200
540-3478-439.41-75	MEDICAL AND CHEMICAL	357	1,200	1,200	1,200
540-3478-439.41-90	AGRICULTURAL SUPPLIES	1,713	4,000	4,000	4,000
	<b>Supplies</b>	<b>34,085</b>	<b>50,100</b>	<b>50,629</b>	<b>56,020</b>
<b>Repair &amp; Maintenance</b>					
540-3478-439.42-35	FENCE MAINTENANCE	-	250	200	250
540-3478-439.42-37	SIGN MAINTENANCE	221	300	221	300
540-3478-439.43-10	SMALL EQUIP REPAIR	6,012	12,500	12,500	12,500
540-3478-439.43-15	VEHICLE REPAIR/MAINT	14,176	30,000	15,000	46,165
540-3478-439.43-50	MACHINERY	6,265	14,000	14,000	10,000
	<b>Repair &amp; Maintenance</b>	<b>26,673</b>	<b>57,050</b>	<b>41,921</b>	<b>69,215</b>
<b>Support Services</b>					
540-3478-439.44-04	WATER SERVICE	582	-	946	-
540-3478-439.44-05	TELEPHONE	1,699	2,200	2,198	1,800
540-3478-439.44-10	EQUIPMENT RENTAL/LEASE	1,133	11,620	10,278	11,620
540-3478-439.44-30	TRAINING AND TRAVEL	2,283	3,849	3,800	3,960
540-3478-439.44-50	ELECTRICITY SERVICES	4,872	-	-	-
540-3478-439.44-75	DUES AND MEMBERSHIPS	914	971	914	971
	<b>Support Services</b>	<b>11,482</b>	<b>18,640</b>	<b>18,136</b>	<b>18,351</b>
<b>Minor Capital</b>					
540-3478-439.46-35	EQUIPMENT AND MACHINERY	-	6,000	6,000	6,000
540-3478-439.46-50	FURNITURE AND FIXTURES	214.19	0	0	0
	<b>Minor Capital</b>	<b>214</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
<b>Designated Expenses</b>					
540-3478-439.50-10	ISF CHARGES	\$ -	\$ -	\$ -	\$ 205,144
540-3478-439.50-32	CONTRACT LABOR	2,220	-	-	-
	<b>Designated Expenses</b>	<u>2,220</u>	<u>-</u>	<u>-</u>	<u>205,144</u>
	<b>Mowing</b>	<u>\$ 644,634</u>	<u>\$ 789,628</u>	<u>\$ 740,751</u>	<u>\$ 1,055,106</u>

Note: Drainage Maintenance, Environmental Services, and Mowing Divisions are combined. This data is duplicated in each division.

### Mission Element 1: Manage the City's Storm Water Management Plan and Industrial Storm Water permits.

**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Complete multi-year deliverables for MS4 permit.	624	19%	19%	19%	19%	19%	19%
Host/Attend watershed events.	70	22	22	24	22	40	22
Host/Attend regional events.	70	22	22	18	22	31	22
Attend school events.	384	12	12	12	12	19	12
Perform illicit discharge inspections.	168	50	48	56	48	53	48
Perform dry weather inspections & testing.	400	200	200	200	200	236	200
Perform post construction BMP inspections.	136	30	17	17	17	145	17
Conduct annual employee storm water training class.	20	12	12	12	12	41	12
Inspect City facilities.	367	147	147	147	147	361	147
Perform water quality testing (point source).	50	10	10	30	10	35	10
Inspect City storm water permitted facilities.	80	20	16	16	16	16	16
Provide emergency response.	5,610	30	0	66	0	106	0

### Mission Element 2: Mow and maintain drainage infrastructure system including surface drainage and storm drain pipes.

**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Maintain drainage channel (miles).	24,480	140	132	147	132	125	132
Maintain storm drain infrastructure (feet).	1,632	50,000	36,000	23,540	36,000	27,635	36,000
Maintain storm drain inlets.	1,632	500	250	176	250	348	250
Complete general maintenance work orders.	1,152	350	350	390	350	398	350
Complete in-house repair projects.	11,424	40	40	50	40	39	40
Manage CSCD participants.	260	250	225	265	225	248	225

### Mission Element 3: Implement the City's Drainage Capital Improvement Program and Master Plans.

**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Manage professional service contracts.	448	5	5	5	4	2	2
Manage environmental services contracts.	32	1	1	1	1	1	1
Manage grant contracts.	88	1	1	1	1	1	1
Monitor and submit regulatory permitting.	203	5	5	5	5	14	5
Monitor other permitting.	40	1	1	1	1	1	1

### Mission Element 4: Develop and ensure compliance with the City's Drainage Design Manual and drainage standards.

**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Review zoning cases.	15	30	30	22	30	15	6
Review plat cases.	100	50	50	105	50	24	6
Review subdivision plans.	72	6	6	28	6	10	6
Review commercial construction plans.	450	40	75	151	75	28	6
Review land/site disturbance permits.	120	40	30	57	30	31	6
Review storm water management site plans.	120	40	40	34	40	19	6
Perform field inspections.	350	100	100	187	100	305	200
Perform environmental construction inspections.	150	50	50	94	50	45	12
Perform C/O inspections.	360	50	60	40	60	85	12
Issue environmental code citations and violations.	76	15	0	30	0	22	0
Issue environmental warnings.	125	50	0	61	0	124	0

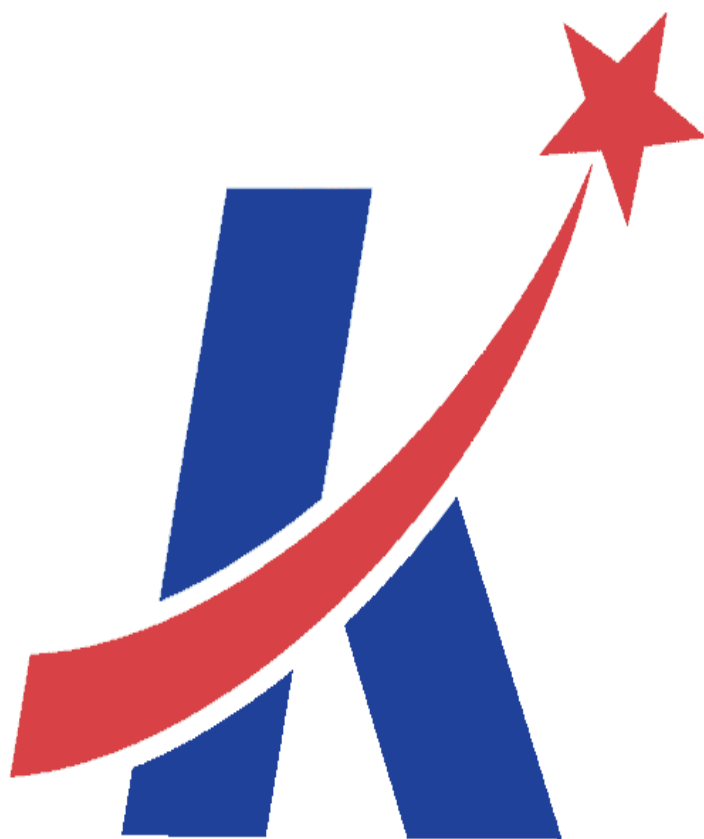
### Mission Element 5: Mow & maintain the vegetative portions of the City's public right of ways.

**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Mow rights-of-way (acres).	21,600	8,500	8,500	7,633	7,600	9,064	8,500
Complete mowing rotations.	3,323	12	7	12	11	13	11
Complete mowing work orders.	672	900	100	952	900	1,673	900
Complete tree trimming work orders.	7,200	12	12	12	12	22	12
Complete city facility work orders.	2,016	35	35	43	35	45	35
Manage CSCD participants.	260	225	225	292	225	308	225



***Solid Waste***





# FY 2020 Proposed Budget Presentation

Fund: Solid Waste

Department: Public Works

Divisions: Accounting,  
Residential,  
Commercial,  
Recycling, &  
Transfer Station

# Mission

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The Solid Waste Division's mission is to ensure service that is "second to none" by providing waste management services in an environmentally sound, cost-effective and safe manner, while preserving our community for future generations.





# Mission Elements

---

## ☐ Residential Collection

- Collect and dispose of residential trash.

## ☐ Commercial Collection

- Collect and dispose of commercial trash.

## ☐ Recycle Services

- Properly process and dispose of recyclables.

## ☐ Transfer Station

- Transfer of solid waste to landfill.

## ☐ Accounting

- Maintain accounting records for receipts, disbursements and inventories.



# By the Numbers:

---

## ☐ Residential Collection:

<input type="checkbox"/> New Residential Containers:	1,661
<input type="checkbox"/> Annual Special Collections/Reloads:	50,541
<input type="checkbox"/> Residential Customers:	49,058

## ☐ Commercial Collection:

<input type="checkbox"/> Commercial Customers:	2,452
--	-------

## ☐ Recycling:

<input type="checkbox"/> Annual Tons of Recyclables:	914
--	-----

## ☐ Transfer Station:

<input type="checkbox"/> Annual Tons of Refuse Processed:	113,041
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## ☐ Accounting:

<input type="checkbox"/> Customer Service Contacts:	106,970
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# Goals for FY 2020

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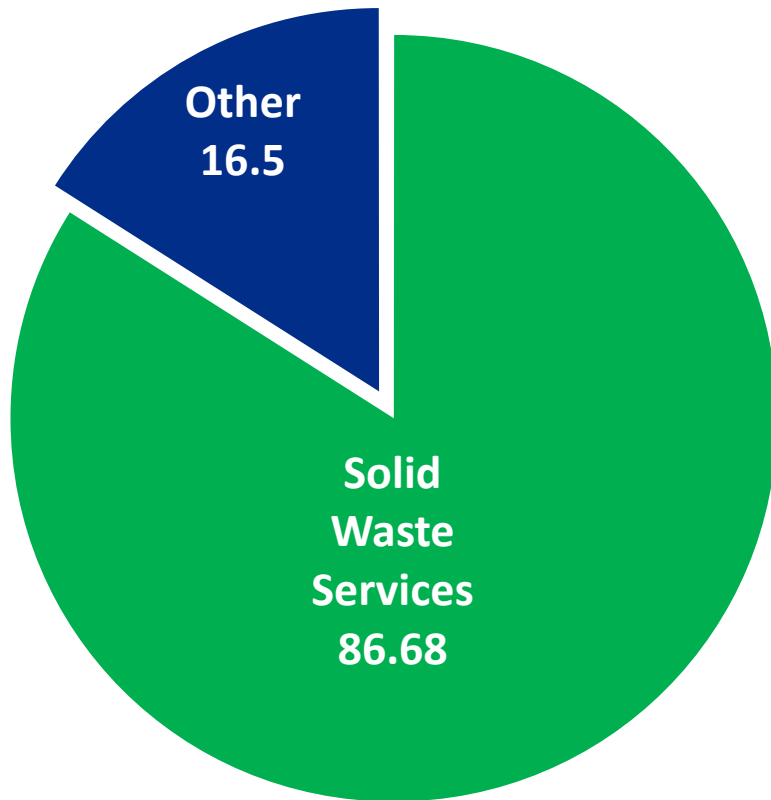
- ☐ Expand recycling program and education outreach.
- ☐ Improve division's fleet by replacing six aging vehicles with newer more environmentally friendly vehicles.
- ☐ Evaluate residential and commercial customer base to determine staffing and route realignments for future growth.
- ☐ Revise and implement policies and procedures for Solid Waste Operations.
- ☐ Conduct two (2) Citizen engagement events at Solid Waste
- ☐ Update Solid Waste Division Master Plan and Rate Study



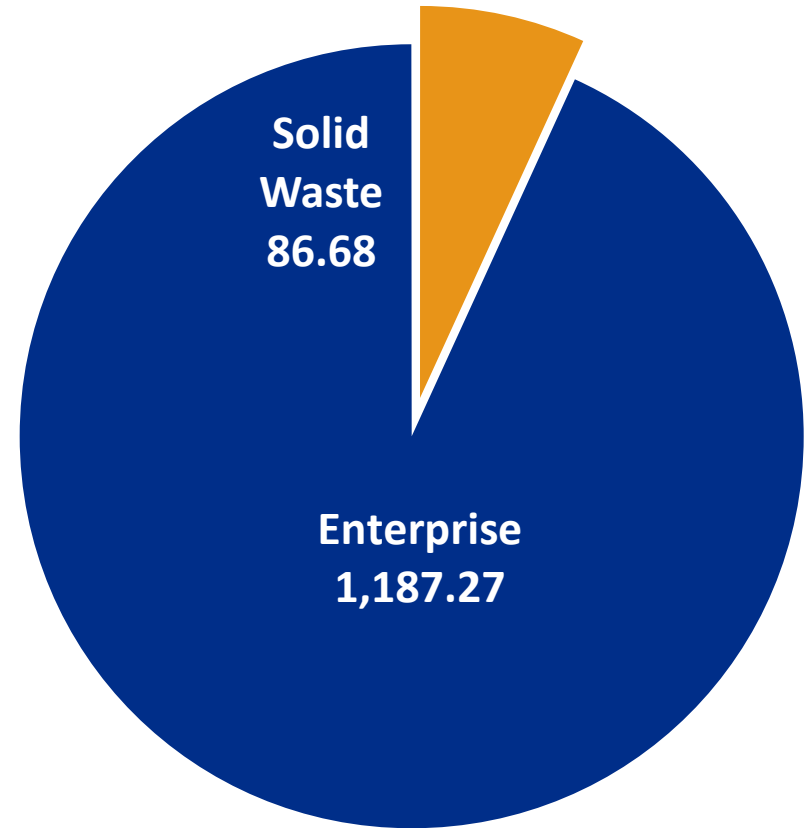
# How Solid Waste Fits in the Enterprise in FY 2020– Staffing

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84.01% of FTEs in Fund  
FTEs in the Solid Waste Fund



6.80% of FTEs in Enterprise  
FTEs in All Funds



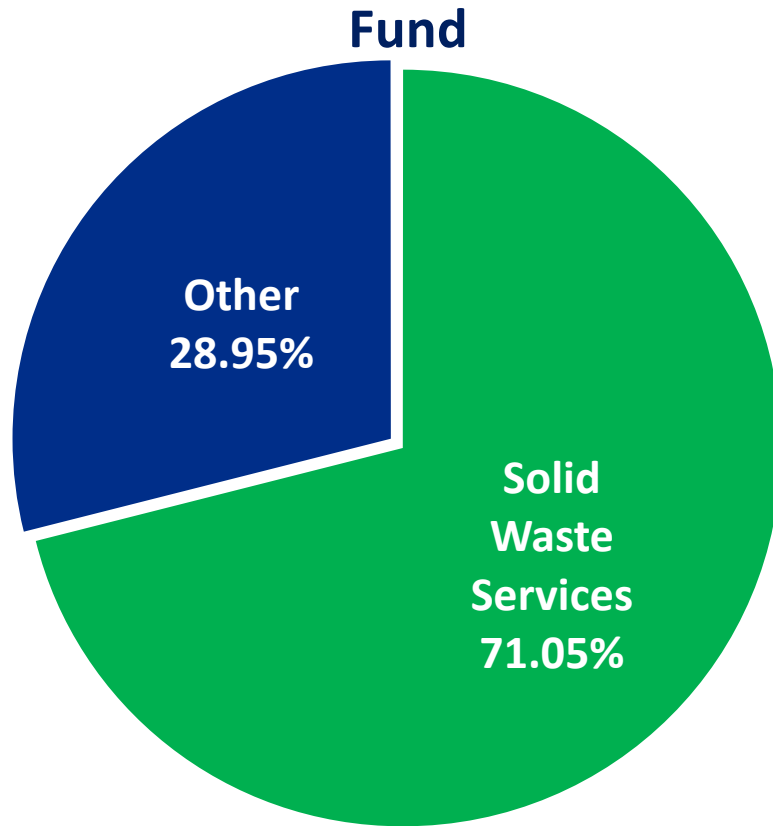
 Solid Waste Services FTEs = 86.68  
Solid Waste Fund FTEs = 103.18

All Funds = 1,273.95

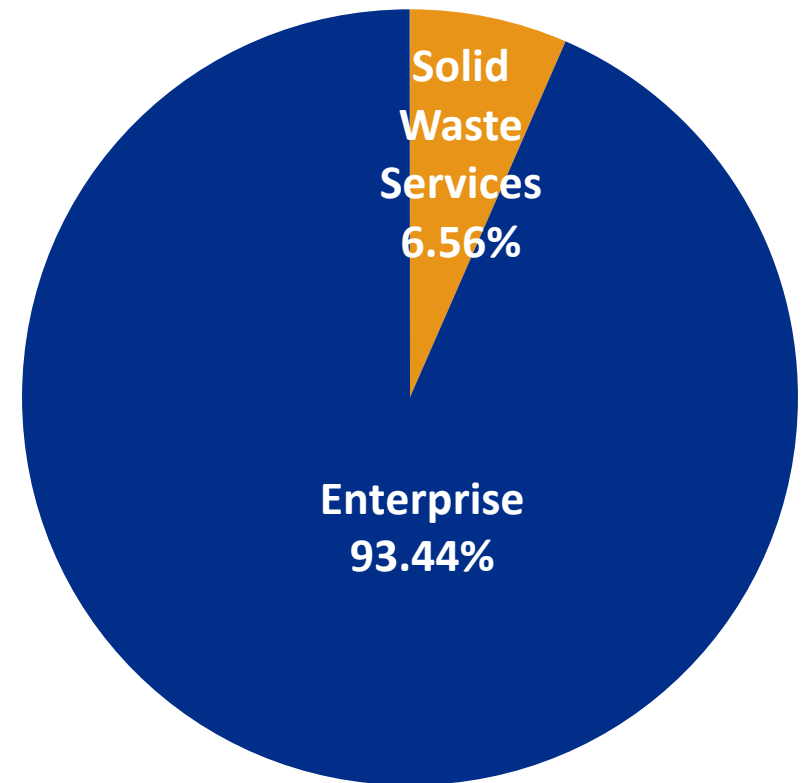
# How Solid Waste Fits in the Enterprise in FY 2020 – Budget

---

71.05% of Expenses in Fund  
Expenses in the Solid Waste



6.56% of Expenses in Enterprise  
Expenses in All Funds



 Solid Waste Services Expense = \$13,733,382  
Solid Waste Fund Expense = \$19,329,470

All Funds = \$209,423,419

# Staffing

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	<b>Budgeted FY 2018</b>	<b>Budgeted FY 2019</b>	<b>Proposed FY 2020</b>
FTEs	84.68	86.68	86.68

## FY 2019

Accounting Specialist and Equipment Operator positions were added as part of approved decision packages.



# Revenue Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
<b>Revenue:</b>				
Operations Fees	\$ 18,447,138	\$ 18,529,376	\$ 18,680,768	\$ 19,037,080
Miscellaneous	380,053	239,404	341,869	292,390
Grants	4,562	-	-	-
From Solid Waste Fund	-	-	-	-
(To) Solid Waste Fund	(8,724,811)	(8,066,843)	(8,268,521)	(5,596,088)
<b>Total</b>	\$ 10,106,942	\$ 10,701,937	\$ 10,754,116	\$ 13,733,382
=Base request				\$ 13,733,382
+Decision Packages - From Additional Revenue				-
+Decision Packages - From Solid Waste Fund				-
=Total				\$ 13,733,382



# Explanation of Revenue Variance

- ❑ Operation fees revenue increase due to increase in number of customers.
- ❑ Increase in efficiencies.
- ❑ Miscellaneous revenues increase –
  - ❑ Interest income.





# Solid Waste by Mission Element

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Proposed Budget
APW012	Maintain accounting records for receipts, disbursements, and inventories.	5.00	10,400	\$ 243,157	\$ 258,836
APW013	Collect and dispose of residential trash.	37.00	76,960	3,021,660	3,216,501
APW014	Collect and dispose of commercial trash.	23.00	47,840	1,852,462	1,971,912
APW015	Properly process and dispose of recyclables.	5.18	10,774	391,537	416,784
APW016	Transfer of solid waste to landfill.	16.50	34,320.00	5,245,300	5,583,525
	Support Services ISF Charges	-	-	-	2,285,824
		<u>86.68</u>	<u>180,294.40</u>	<u>\$ 10,754,116</u>	<u>\$ 13,733,382</u>



# Expense Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
<b>Expense:</b>				
Operations				
• Personnel Services	\$ 3,722,766	\$ 4,298,987	\$ 4,113,719	\$ 4,328,139
• Materials & Supplies	1,936,671	2,069,915	2,120,392	2,293,397
• Contracts	4,138,511	4,333,035	4,333,005	4,438,823
• Support Services ISF Charges	-	-	-	2,285,824
• Capital Outlay	308,994	-	187,000	-
<b>Total</b>	\$ 10,106,942	\$ 10,701,937	\$ 10,754,116	\$ 13,346,183
=Base request				\$ 13,346,183
+Decision packages				-
+Decision packages - Compensation Equity				387,199
=Total				\$ 13,733,382



# Explanation of Expense Variance

- ☐ Cost of living increase.
- ☐ Inflationary increase.
- ☐ Allocation of support services internal service fund charges.
- ☐ Decrease in capital outlay.



# Decision Packages Approved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Compensation Equity Phase 2	1	\$387,199	\$0	\$387,199
Total Decision Packages		\$387,199	\$0	\$387,199



# Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
<b><i>Residential Services:</i></b>				
Equipment Operator (3 positions)	1	\$215,148	\$0	\$215,148
<b><i>Commercial Services:</i></b>				
Equipment Operator (2 positions)	1	91,190	0	91,190
Cart/Dumpster Increase	2	30,000	0	30,000
Container Forklift	3	46,995	0	46,995
<b><i>Recycling Program:</i></b>				
Equipment Operator (1 position)	1	44,195	0	44,195



# Decision Packages Disapproved by City Manager (cont'd)

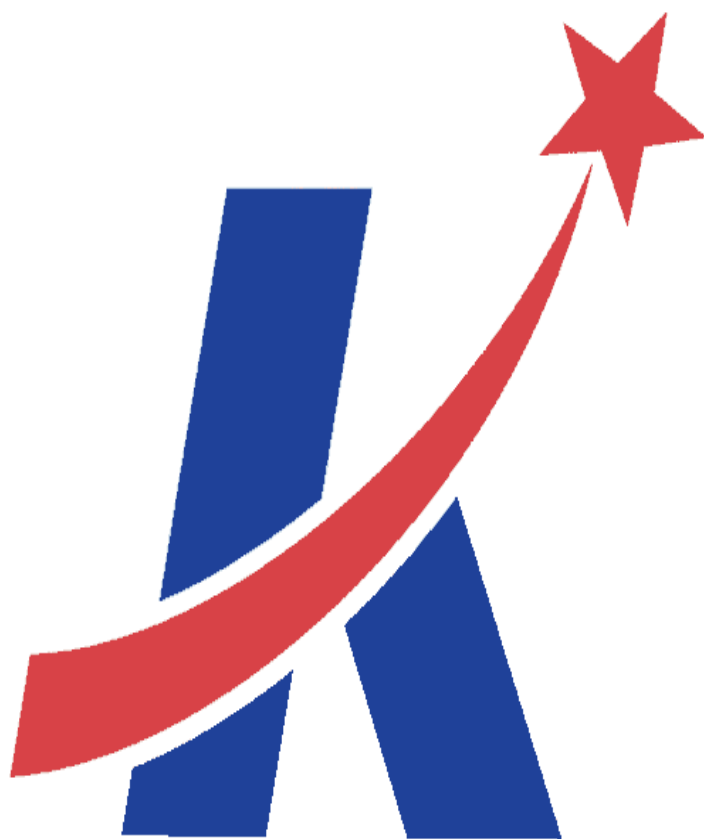
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Description	Priority	Expense	Revenue	Net Cost
<i>Transfer Station:</i>				
Reclassification of part-time to fulltime Buildings & Grounds Worker	1	\$23,677	\$0	\$23,677
Total Decision Packages		\$451,205	\$0	\$451,205

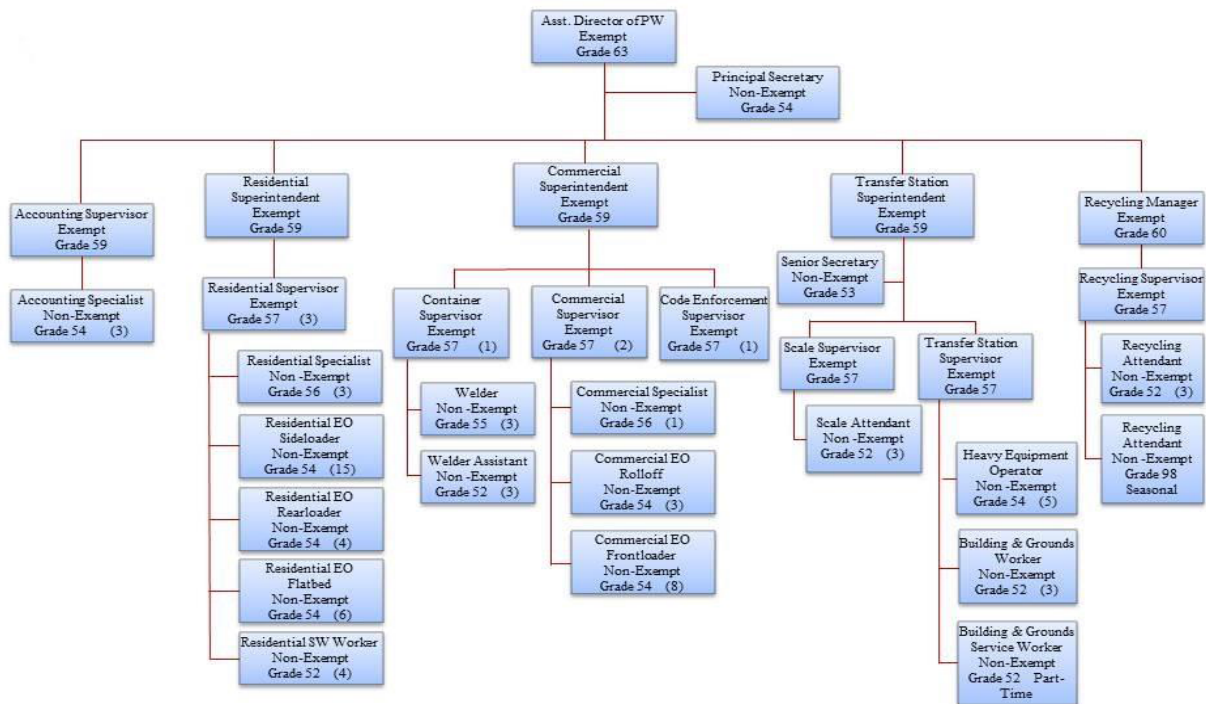


# City Manager's Comments









### DIVISION MISSION STATEMENT

The Solid Waste Division's mission is to ensure service that is "second to none" by providing waste management services in an environmentally sound, cost-effective and safe manner, while preserving our community for future generations.

### MISSION ELEMENTS

- Maintain accounting records for receipts, disbursements, and inventories.

### GOALS

- Revise and implement policies and procedures for Solid Waste Operations.
- Conduct two (2) Citizen engagement events at Solid Waste
- Update Solid Waste Division Master Plan and Rate Study

FINANCIAL INFORMATION

Revenue Summary

General Resources

Total

FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
\$ 190,209	\$ 243,146	\$ 243,230	\$ 345,693
\$ 190,209	\$ 243,146	\$ 243,230	\$ 345,693

Expenses Summary

Personnel Services

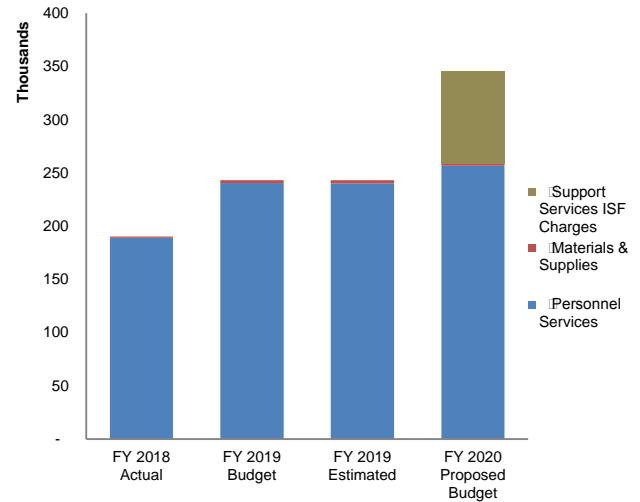
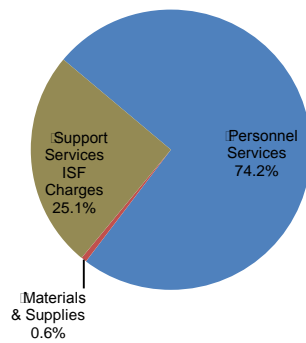
Materials & Supplies

Support Services ISF Charges

Total

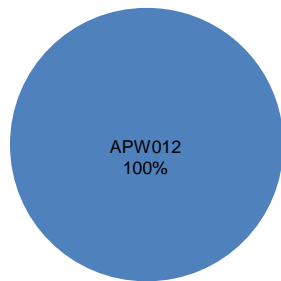
FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
\$ 188,985	\$ 240,486	\$ 240,345	\$ 256,651
1,224	2,660	2,885	2,185
-	-	-	86,857
\$ 190,209	\$ 243,146	\$ 243,230	\$ 345,693

Department Expenses

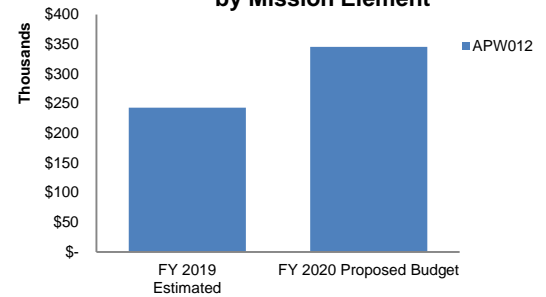


Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Proposed Budget
APW012	Maintain accounting records for receipts, disbursements, and inventories. Support Services ISF Charges	5.00	10,400	\$ 243,230	\$ 258,836
		-	-	-	86,857
		<b>5.00</b>	<b>10,400</b>	<b>\$ 243,230</b>	<b>\$ 345,693</b>

Department Expenditures  
by Mission Element



Department Expenditure History  
by Mission Element



**Staffing**

Accounting Specialist <sup>1</sup>  
Supervisor (Accounting)

**Total Staffing**

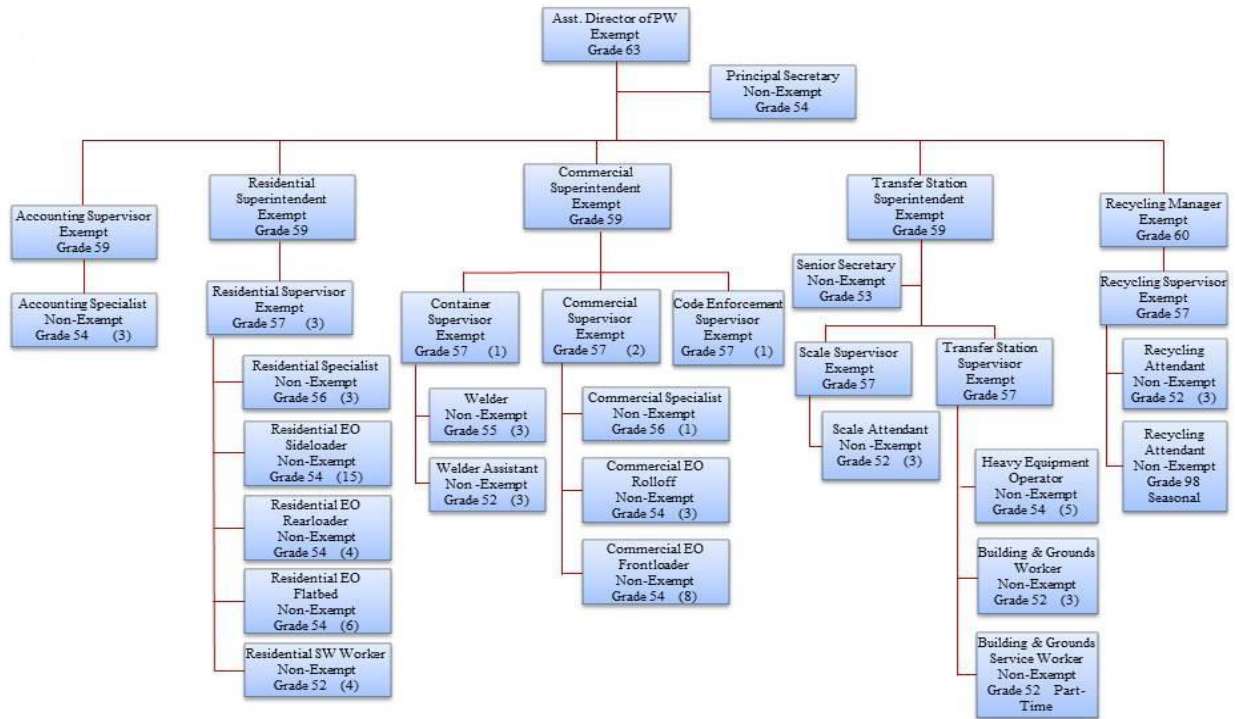
FY 2018 Actual	FY 2019 Estimated	FY 2020 Proposed Budget
3.00	4.00	4.00
1.00	1.00	1.00
<b>4.00</b>	<b>5.00</b>	<b>5.00</b>

<sup>1</sup> - In FY 2020, added Accounting Specialist

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
<b>Accounting</b>					
<b>Personnel Services</b>					
540-3455-439.40-05	FULL-TIME SALARIES	\$ 142,767	\$ 180,179	\$ 178,169	\$ 185,995
540-3455-439.40-15	OVERTIME	820	1,045	-	1,045
540-3455-439.40-25	LONGEVITY	1,601	1,536	1,468	1,776
540-3455-439.40-37	BILINGUAL PAY	150	-	-	-
540-3455-439.40-70	VACATION-4TH WEEK BUYBK.	-	1,800	1,800	1,800
540-3455-439.40-81	GROUP INSURANCE	18,183	-	-	-
540-3455-439.40-82	MEDICAL INSURANCE	-	19,765	24,132	27,490
540-3455-439.40-83	DENTAL INSURANCE	-	1,379	1,321	1,379
540-3455-439.40-84	LIFE INSURANCE	-	90	86	90
540-3455-439.40-85	RETIREMENT - TMRS	14,385	20,579	19,560	22,512
540-3455-439.40-87	SOCIAL SECURITY	10,833	11,185	10,943	11,541
540-3455-439.40-88	MEDICARE	-	2,615	2,559	2,699
540-3455-439.40-89	WORKERS COMPENSATION	247	313	307	324
	<b>Personnel Services</b>	<b>188,985</b>	<b>240,486</b>	<b>240,345</b>	<b>256,651</b>
<b>Materials &amp; Supplies</b>					
540-3455-439.41-10	OFFICE	209	400	400	400
540-3455-439.41-15	POSTAGE/CARRIER SERVICE	10	100	100	100
540-3455-439.41-20	UNIFORMS AND CLOTHING	180	450	450	450
540-3455-439.41-35	SUBSCRIPTION/PUBLICATIONS	388	400	400	400
540-3455-439.41-75	FUEL	-	50	50	50
		<b>787</b>	<b>1,400</b>	<b>1,400</b>	<b>1,400</b>
<b>Support Services</b>					
540-3455-439.44-05	PRINT SUPPLIES	69	60	60	60
540-3455-439.44-70	PHONES AND ACCESSORIES	188	200	200	200
	<b>Support Services</b>	<b>257</b>	<b>260</b>	<b>260</b>	<b>260</b>
<b>Minor Capital</b>					
540-3455-439.46-37	MINOR CAPITAL	-	-	225	225
540-3455-439.46-50	MINOR TOOLS	180	1,000	1,000	300
	<b>Minor Capital</b>	<b>180</b>	<b>1,000</b>	<b>1,225</b>	<b>525</b>
<b>Designated Expenses</b>					
540-3455-439.50-10	ISF CHARGES	-	-	-	86,857
	<b>Designated Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>86,857</b>
	<b>Accounting</b>	<b>\$ 190,209</b>	<b>\$ 243,146</b>	<b>\$ 243,230</b>	<b>\$ 345,693</b>

**Solid Waste Mission Element 1: Maintain accounting records for receipts, disbursements, and inventories.****Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Customer Contacts (calls, visitors, written).	7,280	105,700	117,000	105,700	105,088	106,970	105,919
Residents assisted via email.	520	3,950	1,820	3,950	4,211	1,323	3,161
Businesses assisted via email.	520	1,999	1,365	1,999	2,334	1,070	1,801
Residential and commercial accounts updated.	208	601	275	601	455	917	658
Residential work orders entered and processed.	312	5,888	7,320	5,888	5,823	6,194	5,968
Commercial work orders entered and processed.	312	650	750	650	607	605	621
Requisitions/P-cards processed.	208	1,492	1,469	1,492	1,500	1,551	1,514
Special Collections Charges processed.	1,040	39,206	51,950	39,206	48,060	50,541	46,893



### DIVISION MISSION STATEMENT

The Solid Waste Division's mission is to ensure service that is "second to none" by providing waste management services in an environmentally sound, cost-effective and safe manner, while preserving our community for future generations.

### MISSION ELEMENTS

- Collect and dispose of residential trash.

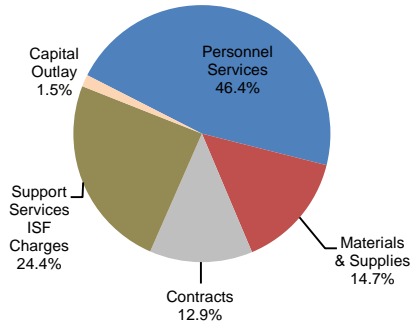
### GOALS

- Improve division's fleet by replacing six aging vehicles with newer more environmentally friendly vehicles.
- Evaluate residential and commercial customer base to determine staffing and route realignments for future growth.
- Revise and implement policies and procedures for Solid Waste Operations.
- Conduct two (2) Citizen engagement events at Solid Waste
- Update Solid Waste Division Master Plan and Rate Study

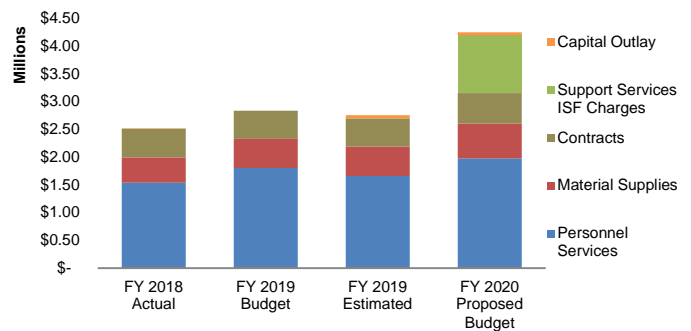
**FINANCIAL INFORMATION**

	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Estimated</b>	<b>FY 2020 Proposed Budget</b>
<b>Revenue Summary</b>				
Residential Sanitation Fee	\$ 11,484,076	\$ 11,588,459	\$ 11,635,257	\$ 11,905,982
General Resources	(8,970,233)	(8,698,912)	(8,880,644)	(7,649,483)
<b>Total</b>	<b>\$ 2,513,843</b>	<b>\$ 2,889,547</b>	<b>\$ 2,754,613</b>	<b>\$ 4,256,499</b>
	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Estimated</b>	<b>FY 2020 Proposed Budget</b>
<b>Expenses Summary</b>				
Personnel Services	\$ 1,536,867	\$ 1,803,413	\$ 1,657,843	\$ 1,976,774
Materials & Supplies	455,583	523,635	533,848	625,441
Contracts	520,627	508,486	507,848	550,786
Support Services ISF Charges	-	-	-	1,039,998
Capital Outlay	765	54,013	55,074	63,500
<b>Total</b>	<b>\$ 2,513,843</b>	<b>\$ 2,889,547</b>	<b>\$ 2,754,613</b>	<b>\$ 4,256,499</b>

**Department Expenses**



**Department Expense History**

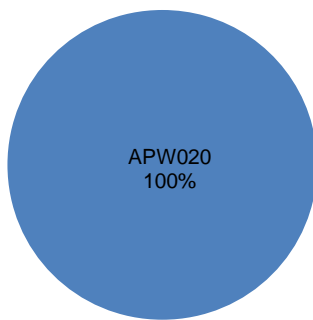


**PUBLIC WORKS  
RESIDENTIAL OPERATIONS**

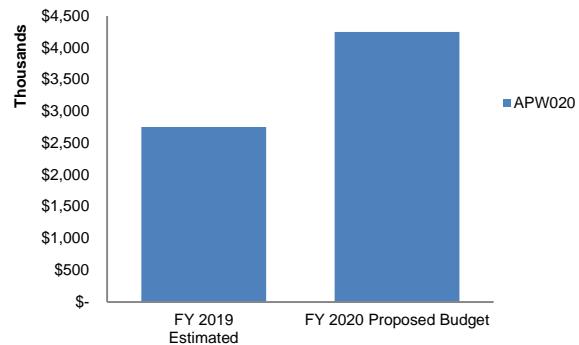
**CITY OF KILLEEN  
FY2020 PROPOSED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Proposed Budget
APW013	Collect and dispose of residential trash.	37.00	76,960.00	\$ 2,754,613	\$ 3,216,501
	Support Services ISF Charges	-	-	-	1,039,998
		37.00	76,960.00	\$ 2,754,613	\$ 4,256,499

**Department Expenditures  
by Mission Element**



**Department Expenditure History  
by Mission Element**



**Staffing**

Principal Secretary  
Residential Equipment Operator  
Solid Waste Specialist  
Solid Waste Worker  
Superintendent (Residential)  
Supervisor (Residential)

**Total Staffing**

FY 2018 Actual	FY 2019 Estimated	FY 2020 Proposed Budget
1.00	1.00	1.00
25.00	25.00	25.00
3.00	3.00	3.00
4.00	4.00	4.00
1.00	1.00	1.00
3.00	3.00	3.00
37.00	37.00	37.00

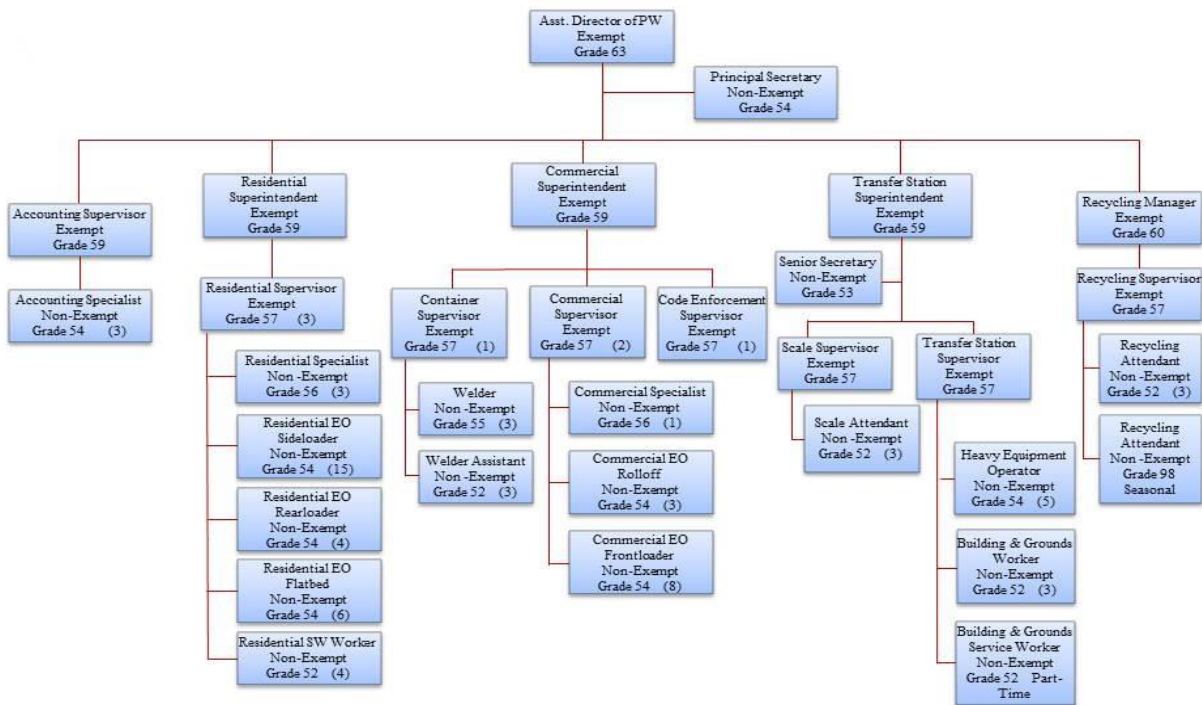


Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
<b>Residential Operations</b>					
<b>Personnel Services</b>					
540-3460-439.40-05	FULL-TIME SALARIES	\$ 1,079,072	\$ 1,237,003	\$ 1,094,217	\$ 1,384,672
540-3460-439.40-15	OVERTIME	58,040	95,000	158,856	95,000
540-3460-439.40-25	LONGEVITY	9,263	11,736	8,566	9,697
540-3460-439.40-30	INCENTIVE PAY	19,673	20,160	18,810	18,900
540-3460-439.40-70	VACATION-4TH WEEK BUYBK.	1,200	5,400	5,400	5,400
540-3460-439.40-81	GROUP INSURANCE	141,128	-	-	-
540-3460-439.40-82	MEDICAL INSURANCE	-	138,347	110,739	126,452
540-3460-439.40-83	DENTAL INSURANCE	-	9,376	7,220	7,721
540-3460-439.40-84	LIFE INSURANCE	-	648	564	594
540-3460-439.40-85	RETIREMENT - TMRS	115,527	152,679	133,104	178,766
540-3460-439.40-87	SOCIAL SECURITY	86,341	81,472	74,095	92,032
540-3460-439.40-88	MEDICARE	-	19,051	17,331	21,523
540-3460-439.40-89	WORKERS COMPENSATION	26,625	32,541	28,941	36,017
<b>Personnel Services</b>		<b>1,536,867</b>	<b>1,803,413</b>	<b>1,657,843</b>	<b>1,976,774</b>
<b>Materials &amp;Supplies</b>					
540-3460-439.41-10	OFFICE	1,479	2,815	2,731	2,800
540-3460-439.41-15	POSTAGE/CARRIER SERVICE	11,644	400	388	400
540-3460-439.41-20	UNIFORMS AND CLOTHING	20,531	25,308	25,308	28,308
540-3460-439.41-27	PUBLIC OUTREACH	-	-	1,000	1,000
540-3460-439.41-30	FUEL	321,347	364,228	364,228	373,000
540-3460-439.41-35	PRINT SUPPLIES	7,165	6,860	6,860	8,000
540-3460-439.41-37	PHONES AND ACCESSORIES	62	400	388	200
540-3460-439.41-40	COMPUTER SUPPLIES	8	25	25	25
540-3460-439.41-60	FOOD SUPPLIES	1,011	-	750	1,500
540-3460-439.41-65	MINOR TOOLS	611	1,208	4,508	5,508
540-3460-439.41-66	DUMPSTERS/CARTS	90,750	118,091	123,491	200,000
540-3460-439.41-70	CLEANING SUPPLIES	849	3,000	2,910	3,500
540-3460-439.41-75	MEDICAL AND CHEMICAL	126	600	582	500
540-3460-439.41-87	EXTINGUISHING CHEMICALS	-	700	679	700
<b>Materials &amp;Supplies</b>		<b>455,583</b>	<b>523,635</b>	<b>533,848</b>	<b>625,441</b>
<b>Repair &amp; Maintenance</b>					
540-3460-439.42-43	COMPUTER MAINTENANCE	49,128	48,000	48,000	55,000
540-3460-439.43-10	SMALL EQUIP REPAIR	169	4,000	3,880	3,500
540-3460-439.43-15	VEHICLE REPAIR/MAINT	427,686	410,500	410,500	440,000
540-3460-439.43-25	RADIO AND COMMUNICATION	-	1,200	1,165	3,500
540-3460-439.43-75	CARTS/DUMPSTERS REPAIR	4,857	6,000	6,000	8,000
<b>Repair &amp; Maintenance</b>		<b>481,840</b>	<b>469,700</b>	<b>469,545</b>	<b>510,000</b>
<b>Support Services</b>					
540-3460-439.44-04	WATER SERVICE	413	3,000	3,000	3,000
540-3460-439.44-05	TELEPHONE	20,082	17,500	17,500	17,500
540-3460-439.44-07	CABLE SERVICES	195	500	500	500
540-3460-439.44-10	EQUIPMENT RENTAL/LEASE	1,202	1,500	1,500	1,500
540-3460-439.44-25	LEGAL AND PUBLIC NOTICES	891	200	195	100
540-3460-439.44-28	NOTICES REQUIRED BY LAW	-	1,300	1,265	1,200
540-3460-439.44-30	TRAINING AND TRAVEL	3,404	4,000	3,880	4,000
540-3460-439.44-50	ELECTRICITY SERVICES	11,494	9,000	8,730	11,000
540-3460-439.44-70	TROPHIES AND AWARDS	412	500	485	700
540-3460-439.44-75	DUES AND MEMBERSHIPS	694	1,286	1,248	1,286
<b>Support Services</b>		<b>\$ 38,787</b>	<b>\$ 38,786</b>	<b>\$ 38,303</b>	<b>\$ 40,786</b>

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
<b>Minor Capital</b>					
540-3460-439.46-35	EQUIPMENT AND MACHINERY	\$ -	\$ 53,013	\$ 53,013	\$ 57,000
540-3460-439.46-40	COMPUTER EQUIP/SOFTWARE	765	1,000	970	1,500
540-3460-439.46-50	FURNITURE AND FIXTURES	-	-	1,091	5,000
	<b>Minor Capital</b>	<b>765</b>	<b>54,013</b>	<b>55,074</b>	<b>63,500</b>
<b>Designated Expenses</b>					
540-3460-439.50-10	ISF CHARGES	-	-	-	1,039,998
	<b>Designated Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,039,998</b>
	<b>Residential Operations</b>	<b>\$ 2,513,843</b>	<b>\$ 2,889,547</b>	<b>\$ 2,754,613</b>	<b>\$ 4,256,499</b>

**Solid Waste Mission Element 2: Collect and dispose of residential trash.**

<b>Operational Targets:</b> Essential department functions within the mission element.							
<b>Function</b>	<b>Hours</b>	<b>Number</b>	<b>Target FY 18</b>	<b>Actual FY 18</b>	<b>Target FY 19</b>	<b>Actual FY 19</b>	<b>Target FY 20</b>
Service residential customers.	60,029	47,033	47,000	47,033	51,000	49,030	46,979
Service disabled customers.	615	400	179	400	195	282	223
Special collections/reloads.	15,392	38,781	56,400	38,781	43,417	44,246	46,979
Collect brush and bulky waste.	Included in special collections	As needed	N/A	N/A	N/A	N/A	N/A
Garbage Collected (Tons).	Included in service	56,770	59,091	56,770	57,856	58,209	58,928
Biweekly Safety Meetings (26)/Quarterly Meetings (4)	924	30	30	30	30	30	30



### DIVISION MISSION STATEMENT

The Solid Waste Division's mission is to ensure service that is "second to none" by providing waste management services in an environmentally sound, cost-effective and safe manner, while preserving our community for future generations.

### MISSION ELEMENT

- Collect and dispose of commercial trash.

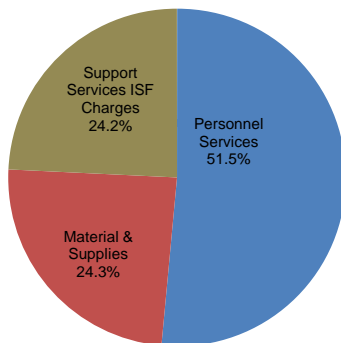
### GOALS

- Improve division's fleet by replacing six aging vehicles with newer more environmentally friendly vehicles.
- Evaluate residential and commercial customer base to determine staffing and route realignments for future growth.
- Revise and implement policies and procedures for Solid Waste Operations.
- Conduct two (2) Citizen engagement events at Solid Waste
- Update Solid Waste Division Master Plan and Rate Study

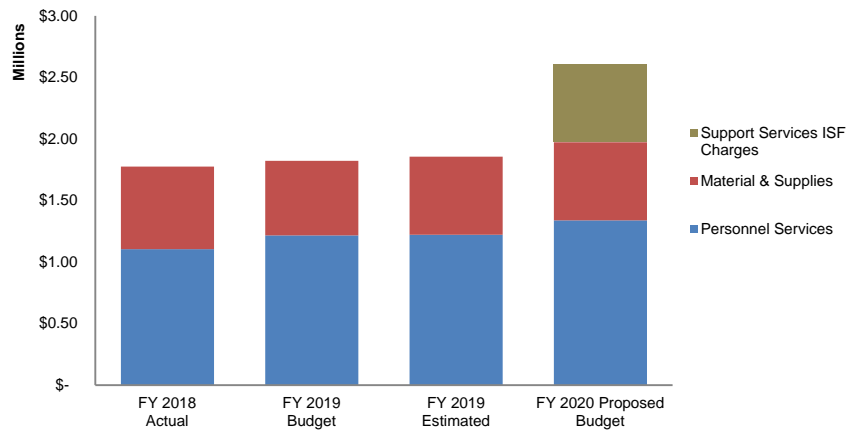
FINANCIAL INFORMATION

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
<b>Revenue Summary</b>				
Commercial Sanitation Fee	\$ 6,262,083	\$ 6,302,411	\$ 6,307,487	\$ 6,475,097
Container Rentals	114,238	102,624	119,700	105,435
General Resources	(4,601,188)	(4,583,673)	(4,571,487)	(3,978,071)
<b>Total</b>	<b>\$ 1,775,133</b>	<b>\$ 1,821,362</b>	<b>\$ 1,855,700</b>	<b>\$ 2,602,461</b>
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
<b>Expenses Summary</b>				
Personnel Services	\$ 1,103,223	\$ 1,217,268	\$ 1,221,842	\$ 1,339,355
Material & Supplies	671,910	604,094	633,858	632,557
Support Services ISF Charges	-	-	-	630,549
Capital Outlay	-	-	-	-
<b>Total</b>	<b>\$ 1,775,133</b>	<b>\$ 1,821,362</b>	<b>\$ 1,855,700</b>	<b>\$ 2,602,461</b>

Department Expenses



Department Expense History

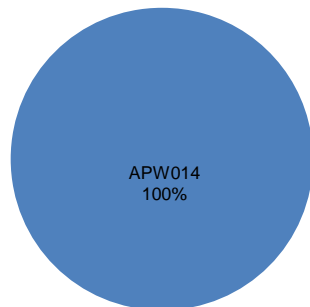


**PUBLIC WORKS  
COMMERCIAL OPERATIONS**

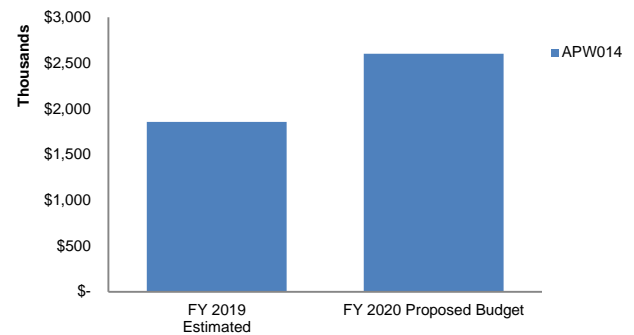
**CITY OF KILLEEN  
FY2020 PROPOSED  
BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Proposed Budget
APW014	Collect and dispose of commercial trash. Support Services ISF Charges	23.00	47,840	\$ 1,855,700	\$ 1,971,912
		-	-	-	630,549
		23.00	47,840	\$ 1,855,700	\$ 2,602,461

**Department Expenditures  
by Mission Element**



**Department Expenditure History  
by Mission Element**



**Staffing**

Code Enforcement Supervisor  
Equipment Operator (Commercial)  
Solid Waste Specialist  
Superintendent (Commercial)  
Supervisor (Commercial)  
Supervisor (Container Ops)  
Welder Solid Waste  
Welder's Assistant

**Total Staffing**

FY 2018 Actual	FY 2019 Estimated	FY 2020 Proposed Budget
1.00	1.00	1.00
11.00	11.00	11.00
1.00	1.00	1.00
1.00	1.00	1.00
2.00	2.00	2.00
1.00	1.00	1.00
3.00	3.00	3.00
3.00	3.00	3.00
23.00	23.00	23.00

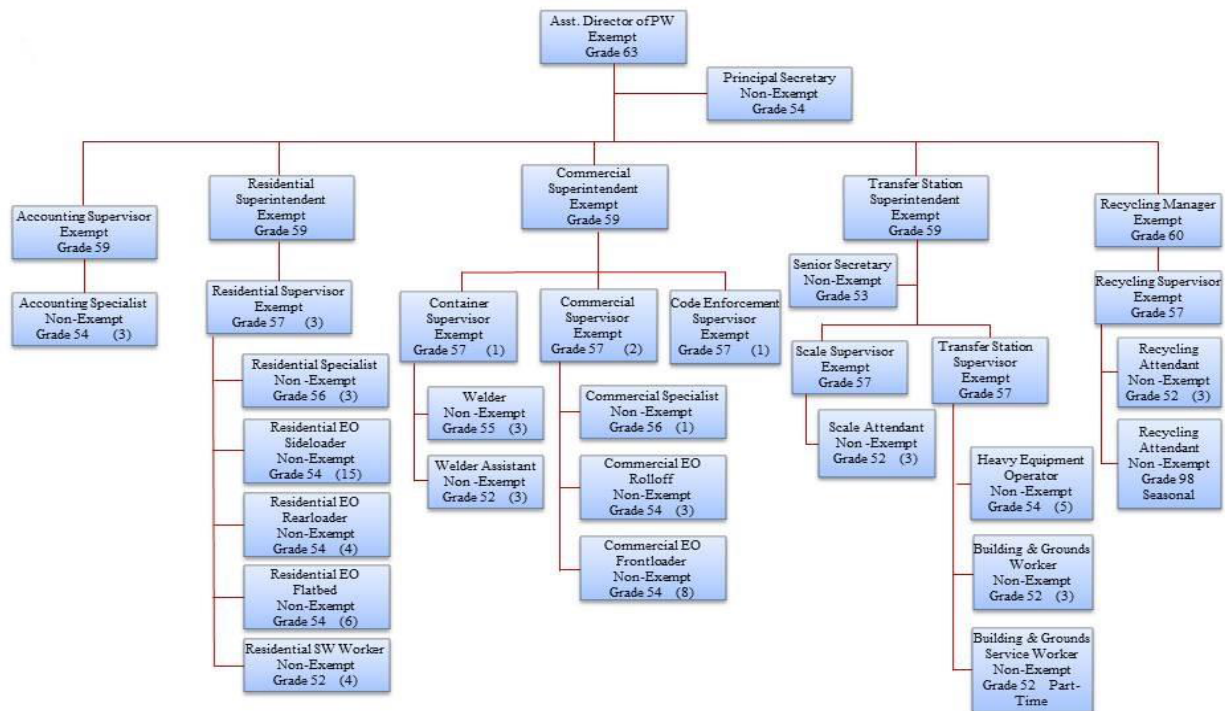
Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
<b>Commercial Operations</b>					
<b>Personnel Services</b>					
540-3465-439.40-05	FULL-TIME SALARIES	\$ 772,480	\$ 844,330	\$ 839,271	\$ 931,704
540-3465-439.40-15	OVERTIME	60,625	61,200	80,929	61,200
540-3465-439.40-25	LONGEVITY	10,306	11,663	10,986	13,200
540-3465-439.40-30	INCENTIVE PAY	17,899	19,320	19,308	18,780
540-3465-439.40-70	VACATION-4TH WEEK BUYBK.	-	6,600	6,600	6,600
540-3465-439.40-81	GROUP INSURANCE	71,513	-	-	-
540-3465-439.40-82	MEDICAL INSURANCE	-	69,179	67,745	76,971
540-3465-439.40-83	DENTAL INSURANCE	-	5,239	5,756	5,791
540-3465-439.40-84	LIFE INSURANCE	-	414	412	414
540-3465-439.40-85	RETIREMENT - TMRS	85,274	105,158	99,736	121,819
540-3465-439.40-87	SOCIAL SECURITY	64,314	57,120	55,525	62,525
540-3465-439.40-88	MEDICARE	-	13,359	12,986	14,623
540-3465-439.40-89	WORKERS COMPENSATION	20,812	23,686	22,588	25,728
<b>Personnel Services</b>		<b>1,103,223</b>	<b>1,217,268</b>	<b>1,221,842</b>	<b>1,339,355</b>
<b>Supplies</b>					
540-3465-439.41-10	OFFICE	613	900	873	775
540-3465-439.41-15	POSTAGE/CARRIER SERVICE	118	140	136	200
540-3465-439.41-20	UNIFORMS AND CLOTHING	11,728	11,002	11,002	12,002
540-3465-439.41-30	FUEL	175,998	191,000	191,000	191,000
540-3465-439.41-34	NATURAL GAS AND ACCELERANTS	-	-	-	5,500
540-3465-439.41-35	PRINT SUPPLIES	664	700	679	700
540-3465-439.41-37	PHONES AND ACCESSORIES	24	100	97	100
540-3465-439.41-65	MINOR TOOLS	642	400	388	1,200
540-3465-439.41-70	CLEANING SUPPLIES	1,018	1,000	970	1,400
540-3465-439.41-75	MEDICAL AND CHEMICAL	357	370	359	370
540-3465-439.41-80	MECHANICAL	95	900	875	200
540-3465-439.41-85	EDUCATIONAL AND RECREATION	-	200	-	-
540-3465-439.41-87	EXTINGUISHING CHEMICALS	-	600	585	500
<b>Supplies</b>		<b>191,256</b>	<b>207,312</b>	<b>206,964</b>	<b>213,947</b>
<b>Repair &amp; Maintenance</b>					
540-3465-439.42-20	WELLS AND PUMPS EQUIPMENT	3,297	4,603	4,603	5,264
540-3465-439.42-43	COMPUTER MAINTENANCE	25,408	27,026	27,026	25,000
540-3465-439.43-10	SMALL EQUIP REPAIR	27	150	146	150
540-3465-439.43-15	VEHICLE REPAIR/MAINT	324,640	260,100	260,100	269,411
540-3465-439.43-25	RADIO AND COMMUNICATION	725	1,000	970	600
540-3465-439.43-50	MACHINERY	-	250	250	250
540-3465-439.43-73	REPLACEMENT CARTS/DUMPSTE	63,432	50,000	66,237	60,000
540-3465-439.43-75	CARTS/DUMPSTERS REPAIR	36,880	27,500	41,263	30,000
<b>Repair &amp; Maintenance</b>		<b>454,409</b>	<b>370,629</b>	<b>400,595</b>	<b>390,675</b>
<b>Support Services</b>					
540-3465-439.44-04	WATER SERVICE	1,435	2,601	2,601	2,500
540-3465-439.44-05	TELEPHONE	10,655	4,250	4,250	7,300
540-3465-439.44-06	GAS SERVICE	1,070	1,300	1,300	1,300
540-3465-439.44-07	CABLE SERVICES	195	500	500	500
540-3465-439.44-10	EQUIPMENT RENTAL/LEASE	1,203	1,500	1,500	1,500
540-3465-439.44-25	LEGAL AND PUBLIC NOTICES	94	-	-	-
540-3465-439.44-28	NOTICES REQUIRED BY LAW	-	500	485	250
540-3465-439.44-30	TRAINING AND TRAVEL	2,175	2,665	2,665	2,600
540-3465-439.44-50	ELECTRICITY SERVICES	7,663	11,037	11,037	11,000

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
540-3465-439.44-70	TROPHIES AND AWARDS	\$ 149	\$ 150	\$ 350	\$ 350
540-3465-439.44-75	DUES AND MEMBERSHIPS	-	335	335	335
	<b>Support Services</b>	<b>24,638</b>	<b>24,838</b>	<b>25,023</b>	<b>27,635</b>
	<b>Minor Capital</b>				
540-3465-439.46-35	EQUIPMENT AND MACHINERY	1,179	1,000	970	-
540-3465-439.46-40	COMPUTER EQUIP/SOFTWARE	-	315	306	300
540-3465-439.46-50	FURNITURE AND FIXTURES	428	-	-	-
	<b>Minor Capital</b>	<b>1,607</b>	<b>1,315</b>	<b>1,276</b>	<b>300</b>
	<b>Designated Expenses</b>				
540-3465-439.50-10	ISF CHARGES	-	-	-	630,549
	<b>Designated Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>630,549</b>
	<b>Commercial Operations</b>	<b>\$ 1,775,133</b>	<b>\$ 1,821,362</b>	<b>\$ 1,855,700</b>	<b>\$ 2,602,461</b>



**Mission Element: Collect and dispose of commercial trash.**

<b>Operational Targets:</b> Essential department functions within the mission element.							
<b>Function</b>	<b>Hours</b>	<b>Number</b>	<b>Target FY 18</b>	<b>Actual FY 18</b>	<b>Target FY 19</b>	<b>Actual FY 19</b>	<b>Target FY 20</b>
Roll Off Services.	14,352	2,221	3,069	2,221	2,565	3,043	2,714
Dumpster Services.	28,704	160,295	163,526	160,295	163,733	160,627	160,948
Special Collections.	957	603	891	603	630	453	576
Illegal Dumps	598	21	180	21	180	151	117
Roll off support to recycling.	2,631	167	144	167	172	166	159
Biweekly Safety Meetings (26)/Quarterly Meetings (4)	598	30	30	30	30	30	30



### DIVISION MISSION STATEMENT

The Solid Waste Division's mission is to ensure service that is "second to none" by providing waste management services in an environmentally sound, cost-effective and safe manner, while preserving our community for future generations.

### MISSION ELEMENTS

- Properly process and dispose of recyclables.

### GOALS

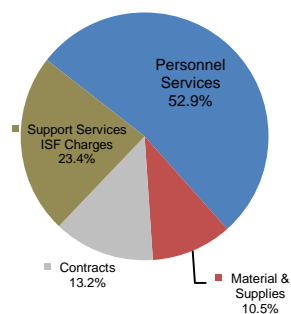
- Expand recycling program and education outreach.
- Revise and implement policies and procedures for Solid Waste Operations.
- Conduct two (2) Citizen engagement events at Solid Waste

**FINANCIAL INFORMATION**

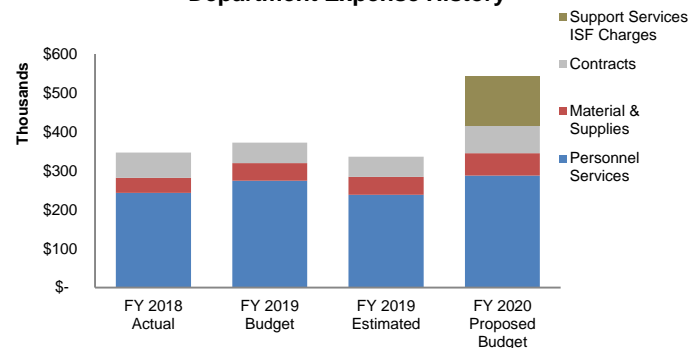
	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Estimated</b>	<b>FY 2020 Proposed Budget</b>
<b>Revenue Summary</b>				
Tire Disposal Fees	\$ 10,763	\$ 7,840	\$ 11,746	\$ 8,054
Sale of Metals - Recycling	34,485	19,070	33,032	19,593
Paper Products Recycling	39,463	26,854	34,962	27,590
Public Scale Fees	5,552	3,463	4,372	3,558
Other Recycle Revenues	29,979	23,450	8,062	24,093
Customer Recycling Fees	(543)	-	41	-
General Resources	227,259	291,609	244,198	461,305
<b>Total</b>	<b>\$ 346,958</b>	<b>\$ 372,286</b>	<b>\$ 336,413</b>	<b>\$ 544,193</b>

	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Estimated</b>	<b>FY 2020 Proposed Budget</b>
<b>Expenses Summary</b>				
Personnel Services	\$ 242,991	\$ 274,963	\$ 238,653	\$ 287,646
Material & Supplies	39,099	44,923	45,390	57,288
Contracts	64,868	52,400	52,370	71,850
Support Services ISF Charges	-	-	-	127,409
Capital Outlay	-	-	-	-
<b>Total</b>	<b>\$ 346,958</b>	<b>\$ 372,286</b>	<b>\$ 336,413</b>	<b>\$ 544,193</b>

**Department Expenses**



**Department Expense History**

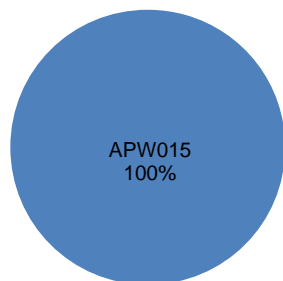


**PUBLIC WORKS  
RECYCLING**

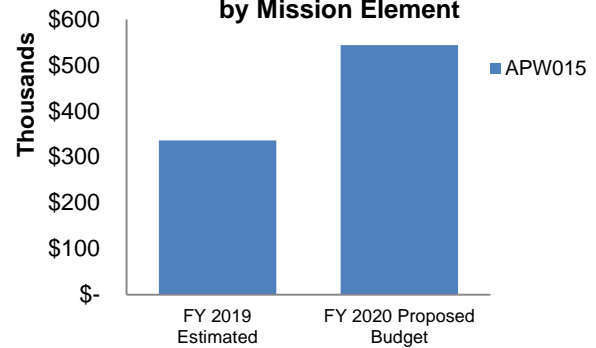
**CITY OF KILLEEN  
FY2020 PROPOSED  
BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Proposed Budget
APW015	Properly process and dispose of recyclables.	5.18	10,774.40	\$ 336,413	\$ 416,784
	Support Services ISF Charges	-	-	-	127,409
		5.18	10,774.40	\$ 336,413	\$ 544,193

**Department Expenses by  
Mission Element**



**Department Expenses History  
by Mission Element**



**Staffing**

Manager (Recycling)  
Recycling Attendant  
Seasonal-Recycling Attendant  
Supervisor (Recycling Ops)

**Total Staffing**

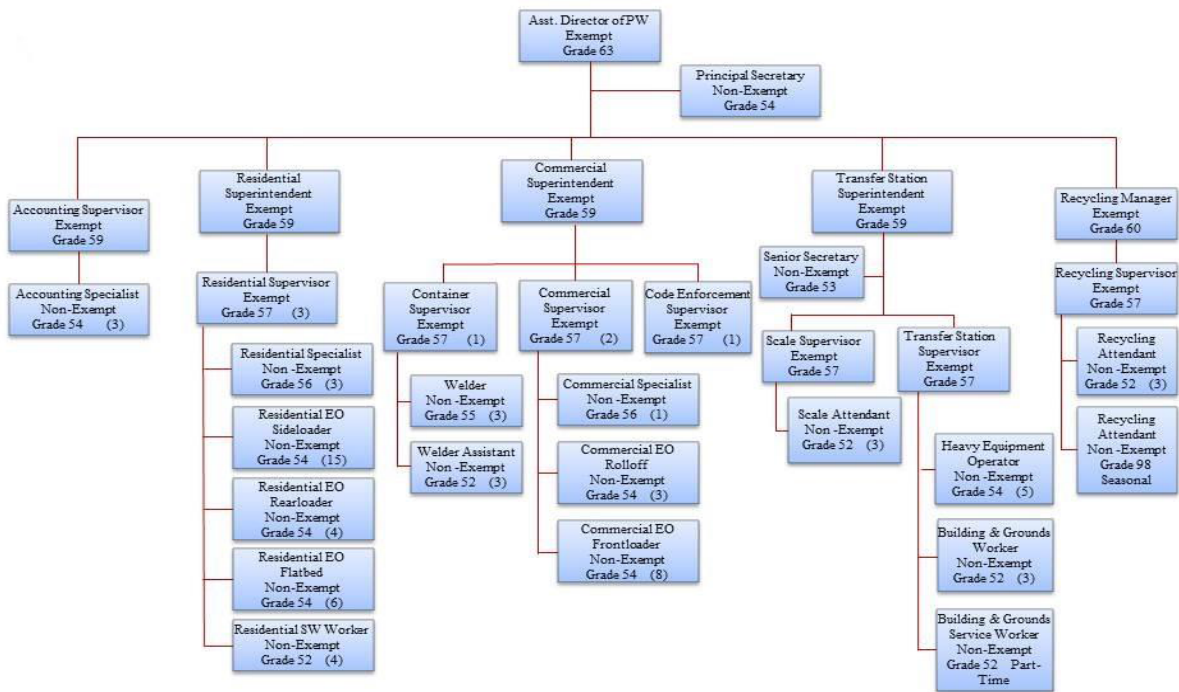
FY 2018 Actual	FY 2019 Estimated	FY 2020 Proposed Budget
1.00	1.00	1.00
3.00	3.00	3.00
0.18	0.18	0.18
1.00	1.00	1.00
5.18	5.18	5.18

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
<b>Recycling Program</b>					
<b>Personnel Services</b>					
540-3470-439.40-05	FULL-TIME SALARIES	\$ 181,294	\$ 204,999	\$ 171,910	\$ 209,825
540-3470-439.40-11	SEASONAL EMPLOYEES	2,352	3,697	3,697	3,786
540-3470-439.40-15	OVERTIME	6,222	5,800	9,102	5,800
540-3470-439.40-25	LONGEVITY	2,948	3,696	1,916	2,208
540-3470-439.40-30	INCENTIVE PAY	450	540	1,080	1,080
540-3470-439.40-70	VACATION-4TH WEEK BUYBK.	1,160	1,800	1,800	1,800
540-3470-439.40-81	GROUP INSURANCE	8,296	-	-	-
540-3470-439.40-82	MEDICAL INSURANCE	-	4,941	8,073	10,996
540-3470-439.40-83	DENTAL INSURANCE	-	1,103	1,252	1,379
540-3470-439.40-84	LIFE INSURANCE	-	90	83	90
540-3470-439.40-85	RETIREMENT - TMRS	19,009	24,177	19,830	26,066
540-3470-439.40-87	SOCIAL SECURITY	14,589	13,401	11,068	13,691
540-3470-439.40-88	MEDICARE	-	3,133	2,592	3,202
540-3470-439.40-89	WORKERS COMPENSATION	6,671	7,586	6,250	7,723
	<b>Personnel Services</b>	<b>242,991</b>	<b>274,963</b>	<b>238,653</b>	<b>287,646</b>
<b>Supplies</b>					
540-3470-439.41-10	OFFICE	196	190	185	500
540-3470-439.41-15	POSTAGE/CARRIER SERVICE	-	40	40	40
540-3470-439.41-20	UNIFORMS AND CLOTHING	2,006	2,208	2,208	5,000
540-3470-439.41-25	SUBSCRIPTION/PUBLICATIONS	-	80	580	600
540-3470-439.41-27	PUBLIC OUTREACH	-	-	200	5,000
540-3470-439.41-30	FUEL	6,459	7,480	8,180	9,580
540-3470-439.41-35	PRINT SUPPLIES	273	650	650	1,500
540-3470-439.41-37	PHONES AND ACCESSORIES	-	1,200	1,200	600
540-3470-439.41-60	FOOD SUPPLIES	225	450	450	300
540-3470-439.41-65	MINOR TOOLS	300	1,950	1,950	1,950
540-3470-439.41-70	CLEANING SUPPLIES	188	200	200	200
540-3470-439.41-75	MEDICAL AND CHEMICAL	-	20	20	20
540-3470-439.41-80	MECHANICAL	2,028	2,100	2,100	1,200
540-3470-439.41-85	EDUCATIONAL AND RECREATION	-	200	-	-
540-3470-439.41-90	AGRICULTURAL SUPPLIES	-	100	97	-
	<b>Supplies</b>	<b>11,674</b>	<b>16,868</b>	<b>18,060</b>	<b>26,490</b>
<b>Repair &amp; Maintenance</b>					
540-3470-439.42-10	BUILDING MAINTENANCE	1,448	-	-	1,500
540-3470-439.43-10	SMALL EQUIP REPAIR	-	100	97	100
540-3470-439.43-15	VEHICLE REPAIR/MAINT	2,309	5,000	5,000	6,000
540-3470-439.43-25	RADIO AND COMMUNICATION	-	200	195	-
540-3470-439.43-50	MACHINERY	11,318	5,000	5,000	2,500
	<b>Repair &amp; Maintenance</b>	<b>15,075</b>	<b>10,300</b>	<b>10,292</b>	<b>10,100</b>
<b>Support Services</b>					
540-3470-439.44-04	WATER SERVICE	158	213	213	225
540-3470-439.44-05	TELEPHONE	1,390	1,207	1,207	1,300
540-3470-439.44-06	GAS SERVICE	-	700	-	-
540-3470-439.44-08	WASTE DISPOSAL	-	2,400	2,400	-
540-3470-439.44-25	LEGAL AND PUBLIC NOTICES	5,914	-	-	-
540-3470-439.44-28	NOTICES REQUIRED BY LAW	-	7,830	7,830	8,830
540-3470-439.44-30	TRAINING AND TRAVEL	484	1,450	1,450	1,450
540-3470-439.44-50	ELECTRICITY SERVICES	2,473	2,445	2,445	2,500

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
540-3470-439.44-70	TROPHIES AND AWARDS	\$ 149	\$ 150	\$ 145	\$ 250
540-3470-439.44-75	DUES AND MEMBERSHIPS	510	960	960	1,050
	<b>Support Services</b>	<b>11,078</b>	<b>17,355</b>	<b>16,650</b>	<b>15,605</b>
	<b>Minor Capital</b>				
540-3470-439.46-05	OFFICE MACHINES AND EQUIP	602	-	-	400
540-3470-439.46-15	BUILDINGS	-	-	-	4,093
540-3470-439.46-50	FURNITURE AND FIXTURES	670	400	388	600
	<b>Minor Capital</b>	<b>1,272</b>	<b>400</b>	<b>388</b>	<b>5,093</b>
	<b>Professional Services</b>				
540-3470-439.47-07	TESTING SERVICES	1,146	1,000	970	1,150
	<b>Professional Services</b>	<b>1,146</b>	<b>1,000</b>	<b>970</b>	<b>1,150</b>
	<b>Designated Expenses</b>				
540-3470-439.50-10	ISF CHARGES	-	-	-	127,409
540-3470-439.50-32	CONTRACT LABOR	-	1,400	1,400	700
540-3470-439.50-40	REFUSE DISPOSAL COSTS	63,722	50,000	50,000	70,000
	<b>Designated Expenses</b>	<b>63,722</b>	<b>51,400</b>	<b>51,400</b>	<b>198,109</b>
	<b>Recycling Program</b>	<b>\$ 346,958</b>	<b>\$ 372,286</b>	<b>\$ 336,413</b>	<b>\$ 544,193</b>

**Element: Properly process and dispose of recyclables.**

<b>Operational Targets:</b> Essential department functions within the mission element.							
<b>Function</b>	<b>Hours</b>	<b>Number</b>	<b>Target FY 18</b>	<b>Actual FY 18</b>	<b>Target FY 19</b>	<b>Actual FY 19</b>	<b>Target FY 20</b>
Metal recycled (Tons).	119	266	260	266	351	309	278
Glass recycled (Tons).	215	58	60	58	77	62	63
Paper products recycled (Tons).	7,003	456	500	456	499	516	490
Plastic containers recycled (Tons).	970	52	60	52	60	44	54
Automotive oil recycled (Gallons).	162	4,893	4,000	4,893	5,398	6,926	5,273
Antifreeze recycled (Gallons).	108	430	500	430	499	849	593
Lead-acid batteries recycled (Each).	108	219	300	219	300	0	173
Appliances w/Freon recycled (Each).	1	184	300	184	93	108	197
Number of Citizens at the public scales each month.	2,089	253	350	253	350	141	247



### DIVISION MISSION STATEMENT

The Solid Waste Division's mission is to ensure service that is "second to none" by providing waste management services in an environmentally sound, cost-effective and safe manner, while preserving our community for future generations.

### MISSION ELEMENTS

- Transfer of solid waste to landfill.

### GOALS

- Revise and implement policies and procedures for Solid Waste Operations.
- Conduct two (2) Citizen engagement events at Solid Waste



**FINANCIAL INFORMATION**

**Revenue Summary**

Transfer Station Fees

General Resources

**Total**

<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Estimated</b>	<b>FY 2020 Proposed Budget</b>
\$ 48,000	\$ 48,000	\$ 49,080	\$ 49,315
5,232,797	5,327,596	5,515,080	5,935,221
<b>\$ 5,280,797</b>	<b>\$ 5,375,596</b>	<b>\$ 5,564,160</b>	<b>\$ 5,984,536</b>

**Expenses Summary**

Personnel Services

Material & Supplies

Contracts

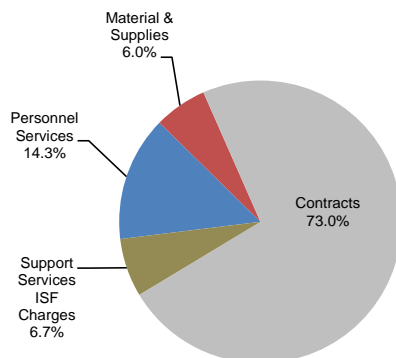
Support Services ISF Charges

Capital Outlay

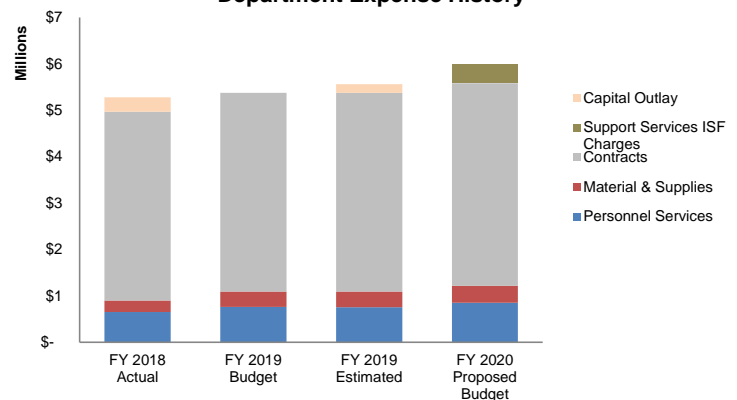
**Total**

<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Estimated</b>	<b>FY 2020 Proposed Budget</b>
\$ 650,700	\$ 762,857	\$ 755,036	\$ 854,912
247,460	332,104	341,489	361,640
4,073,643	4,280,635	4,280,635	4,366,973
-	-	-	401,011
308,994	-	187,000	-
<b>\$ 5,280,797</b>	<b>\$ 5,375,596</b>	<b>\$ 5,564,160</b>	<b>\$ 5,984,536</b>

**Department Expenses**

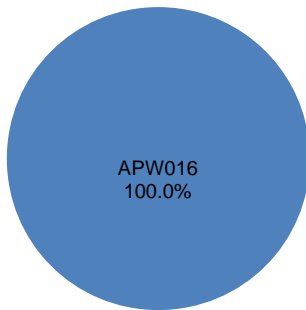


**Department Expense History**

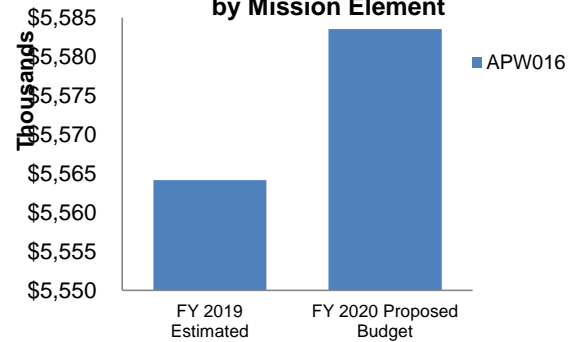


Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Proposed Budget
APW016	Transfer of solid waste to landfill	16.50	34,320.00	\$ 5,564,160	\$ 5,583,525
	Support Services ISF Charges	-	-	-	401,011
		<u>16.50</u>	<u>34,320.00</u>	<u>\$ 5,564,160</u>	<u>\$ 5,984,536</u>

**Department Expenditures  
by Mission Element**



**Department Expenses History  
by Mission Element**



**Staffing**

Equipment Operator <sup>1</sup>  
 Manager of Solid Waste Operations <sup>2</sup>  
 Scale Attendant  
 Senior Secretary  
 Service Worker (Building & Grounds)  
 Service Worker (Building & Grounds)-PT  
 Superintendent (Transfer Station) <sup>2</sup>  
 Supervisor (Scale Operation)  
 Supervisor (Transfer Station)

**Total**

	FY 2018 Actual	FY 2019 Estimated	FY 2020 Proposed Budget
Equipment Operator <sup>1</sup>	5.00	6.00	6.00
Manager of Solid Waste Operations <sup>2</sup>	-	1.00	1.00
Scale Attendant	3.00	3.00	3.00
Senior Secretary	1.00	1.00	1.00
Service Worker (Building & Grounds)	3.00	3.00	3.00
Service Worker (Building & Grounds)-PT	0.50	0.50	0.50
Superintendent (Transfer Station) <sup>2</sup>	1.00	-	-
Supervisor (Scale Operation)	1.00	1.00	1.00
Supervisor (Transfer Station)	1.00	1.00	1.00
<b>Total</b>	<u>15.50</u>	<u>16.50</u>	<u>16.50</u>

<sup>1</sup> - Added additional position in FY 2019

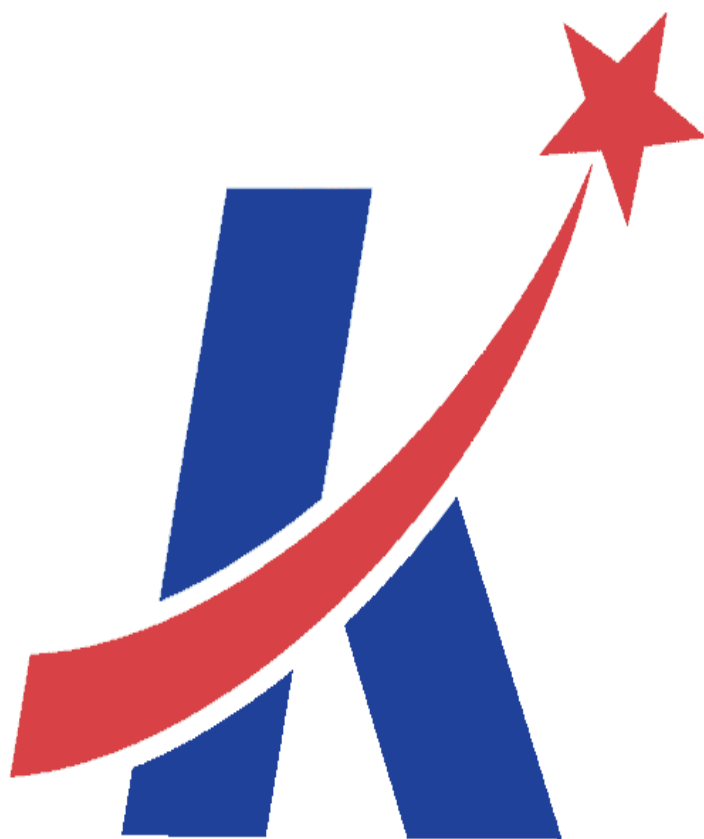
<sup>2</sup> - Reclassified Superintendent to Manager of Solid Waste Operations in FY 2019

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
<b>Transfer Station</b>					
<b>Personnel Services</b>					
540-3475-439.40-05	FULL-TIME SALARIES	\$ 453,685	\$ 527,330	\$ 514,693	\$ 588,638
540-3475-439.40-10	PART-TIME SALARIES	10,343	10,832	11,053	12,886
540-3475-439.40-15	OVERTIME	19,301	24,815	27,541	24,815
540-3475-439.40-25	LONGEVITY	5,289	6,528	5,520	7,152
540-3475-439.40-30	INCENTIVE PAY	4,493	5,040	4,635	5,040
540-3475-439.40-70	VACATION-4TH WEEK BUYBK.	600	3,600	3,600	3,600
540-3475-439.40-81	GROUP INSURANCE	59,497	-	-	-
540-3475-439.40-82	MEDICAL INSURANCE	-	59,296	67,633	70,081
540-3475-439.40-83	DENTAL INSURANCE	-	3,861	3,723	3,861
540-3475-439.40-84	LIFE INSURANCE	-	288	279	288
540-3475-439.40-85	RETIREMENT - TMRS	47,856	63,247	60,571	75,835
540-3475-439.40-87	SOCIAL SECURITY	35,565	33,943	33,170	37,996
540-3475-439.40-88	MEDICARE	-	7,938	7,757	8,887
540-3475-439.40-89	WORKERS COMPENSATION	14,070	16,139	14,861	15,833
<b>Personnel Services</b>		<b>650,700</b>	<b>762,857</b>	<b>755,036</b>	<b>854,912</b>
<b>Supplies</b>					
540-3475-439.41-10	OFFICE	998	1,500	1,455	1,500
540-3475-439.41-15	POSTAGE/CARRIER SERVICE	2	200	195	50
540-3475-439.41-20	UNIFORMS AND CLOTHING	8,123	8,882	10,882	13,000
540-3475-439.41-30	FUEL	34,481	29,862	29,862	45,000
540-3475-439.41-35	PRINT SUPPLIES	474	600	585	700
540-3475-439.41-37	PHONES AND ACCESSORIES	39	250	250	200
540-3475-439.41-60	FOOD SUPPLIES	-	-	200	400
540-3475-439.41-65	MINOR TOOLS	911	1,500	1,500	1,100
540-3475-439.41-70	CLEANING SUPPLIES	1,385	1,600	1,600	1,500
540-3475-439.41-75	MEDICAL AND CHEMICAL	359	575	575	500
540-3475-439.41-80	MECHANICAL	-	500	500	500
540-3475-439.41-90	AGRICULTURAL SUPPLIES	2,011	2,600	2,600	2,400
<b>Supplies</b>		<b>48,782</b>	<b>48,069</b>	<b>50,204</b>	<b>66,850</b>
<b>Repair &amp; Maintenance</b>					
540-3475-439.42-10	BUILDING MAINTENANCE	14,959	15,000	15,000	17,000
540-3475-439.42-20	WELLS AND PUMPS EQUIPMENT	953	1,200	1,200	1,200
540-3475-439.42-35	FENCE MAINTENANCE	-	1,000	970	1,000
540-3475-439.42-37	SIGN MAINTENANCE	350	350	350	350
540-3475-439.42-45	LANDFILL MAINTENANCE	19,293	20,000	20,000	25,000
540-3475-439.42-65	STREET MAINTENANCE	-	1,500	1,500	1,000
540-3475-439.43-10	SMALL EQUIP REPAIR	25	500	500	400
540-3475-439.43-15	VEHICLE REPAIR/MAINT	4,632	6,000	6,000	5,500
540-3475-439.43-25	RADIO AND COMMUNICATION	-	-	200	200
540-3475-439.43-50	MACHINERY	82,741	83,000	83,000	83,000
<b>Repair &amp; Maintenance</b>		<b>122,954</b>	<b>128,550</b>	<b>128,720</b>	<b>134,650</b>
<b>Support Services</b>					
540-3475-439.44-04	WATER SERVICE	10,509	16,000	16,000	16,000
540-3475-439.44-05	TELEPHONE	3,089	3,376	3,376	3,500
540-3475-439.44-10	EQUIPMENT RENTAL/LEASE	7,575	72,000	72,000	72,000
540-3475-439.44-19	MERCHANT FEES	9,382	7,487	7,487	7,500
540-3475-439.44-22	BANK SERVICES	-	-	2,569	2,600
540-3475-439.44-30	TRAINING AND TRAVEL	4,800	7,000	7,000	7,000
540-3475-439.44-50	ELECTRICITY SERVICES	33,291	46,282	46,282	46,000

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
540-3475-439.44-70	TROPHIES AND AWARDS	\$ 379	\$ 350	\$ 350	\$ 450
540-3475-439.44-75	DUES AND MEMBERSHIPS	818	1,090	1,090	1,090
	<b>Support Services</b>	<b>69,843</b>	<b>153,585</b>	<b>156,154</b>	<b>156,140</b>
	<b>Minor Capital</b>				
540-3475-439.46-30	RADIOS	1,686	1,000	1,400	1,400
540-3475-439.46-35	EQUIPMENT AND MACHINERY	300	-	-	-
540-3475-439.46-40	COMPUTER EQUIP/SOFTWARE	-	-	4,111	1,700
540-3475-439.46-50	FURNITURE AND FIXTURES	3,895	900	900	900
	<b>Minor Capital</b>	<b>5,881</b>	<b>1,900</b>	<b>6,411</b>	<b>4,000</b>
	<b>Professional Services</b>				
540-3475-439.47-07	TESTING SERVICES	900	1,200	1,200	1,500
540-3475-439.47-20	ENGINEERING SERVICES	1,125	14,000	14,000	12,000
	<b>Professional Services</b>	<b>2,025</b>	<b>15,200</b>	<b>15,200</b>	<b>13,500</b>
	<b>Designated Expenses</b>				
540-3475-439.50-10	ISF CHARGES	-	-	-	401,011
540-3475-439.50-35	REFUSE TRANSPORT COSTS	1,386,804	1,552,453	1,552,453	1,450,670
540-3475-439.50-40	REFUSE DISPOSAL COSTS	2,684,814	2,712,982	2,712,982	2,902,803
	<b>Designated Expenses</b>	<b>4,071,618</b>	<b>4,265,435</b>	<b>4,265,435</b>	<b>4,754,484</b>
	<b>Capital Outlay</b>				
540-3475-439.60-07	BUILDING IMPROVEMENTS	120,520	-	-	-
540-3475-439.61-35	MACHINERY AND EQUIPMENT	-	-	187,000	-
540-3475-439.61-70	LEASE ASSETS	188,474	-	-	-
	<b>Capital Outlay</b>	<b>308,994</b>	<b>-</b>	<b>187,000</b>	<b>-</b>
	<b>Transfer Station</b>	<b>\$ 5,280,797</b>	<b>\$ 5,375,596</b>	<b>\$ 5,564,160</b>	<b>\$ 5,984,536</b>

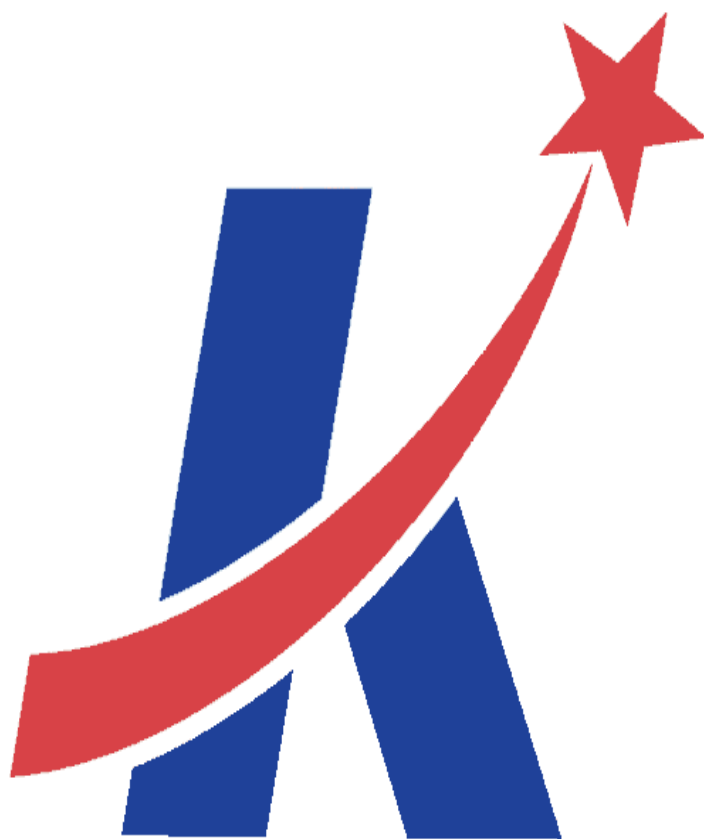
**Mission Element: Properly process and dispose of recyclables.**

<b>Operational Targets:</b> Essential department functions within the mission element.							
<b>Function</b>	<b>Hours</b>	<b>Number</b>	<b>Target FY 18</b>	<b>Actual FY 18</b>	<b>Target FY 19</b>	<b>Actual FY 19</b>	<b>Target FY 20</b>
Incoming Tonnage.	13,728	105,929	108,500	105,929	108,160	113,041	108,874
Incoming Vehicles Serviced.	6,864	50,677	51,084	50,677	50,873	50,187	50,390
Incoming Brush.	2,746	5,429	4,526	5,429	5,402	5,298	5,278
Incoming Bulk Tonnage.	2,746	2,225	2,591	2,225	2,586	3,370	2,721
Outgoing Metal.	1,373	164	167	164	166	232	186
Outgoing Plastic Tonnage.	412	19	10	19	20	7	12
Comal's Trailer Outgoing.	5,834	104,641	107,614	104,641	107,103	109,070	106,714
Weekly Safety Meetings (52)/Quarterly Meetings (4)	618	56	56	56	56	56	56





## ***Street Operations***







# FY 2020 Proposed Budget Presentation

Funds: Multiple Funds

Department: Public Works

Division: Street Operations

# Mission

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Street Operations Division's mission is to maintain the existing transportation network including streets, sidewalks, drive approaches, trails, curb & gutter, valley gutters, pavement markings, and traffic control devices that provide a safe and functional complete street network.



# Mission Elements

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- ☐ Maintain Streets.
- ☐ Maintain Concrete Infrastructure.
- ☐ Maintain & Install Traffic Control Devices.
- ☐ Maintain Pavement Markings.
- ☐ Provide Emergency Services.
- ☐ Provide Administrative Support.



# By the Numbers:

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## ☐ Maintain Streets:

<input type="checkbox"/> Lane miles of surface treatment:	89
<input type="checkbox"/> Work Orders for Potholes/Utility Cuts:	358
<input type="checkbox"/> Apply Crackseal Material	175
<input type="checkbox"/> Sweep Streets	10,000

## ☐ Maintain Concrete Infrastructure:

<input type="checkbox"/> Sidewalk Work Orders	100
<input type="checkbox"/> Drive Approach Work Orders	25
<input type="checkbox"/> Valley Gutter Work Orders	15
<input type="checkbox"/> Curb & Gutter Work Orders	25

## ☐ Maintain & Install Traffic Control Devices:

<input type="checkbox"/> Work orders signage:	1,250
<input type="checkbox"/> Work orders traffic signals/school flasher:	780
<input type="checkbox"/> Conduct Traffic Counts	48



# By the Numbers: (cont'd)

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## ☐ Maintain Pavement Markings:

☐ Maintain Crosswalks (KISD) 438

☐ Pavement Marking Program (linear miles)  
7.5

☐ Pavement Marking Work Orders 50

## ☐ Provide Emergency Response:

☐ Respond to Emergency Events 100

## ☐ Provide Administrative Support:

☐ Input Cityworks Workorders 2,800

☐ Process AP-P.O. & Receiving 625

☐ Process Telephone Calls 6,125

☐ Track Uniforms Employees 2,688

☐ Process New Hires 20



# Goals for FY 2020

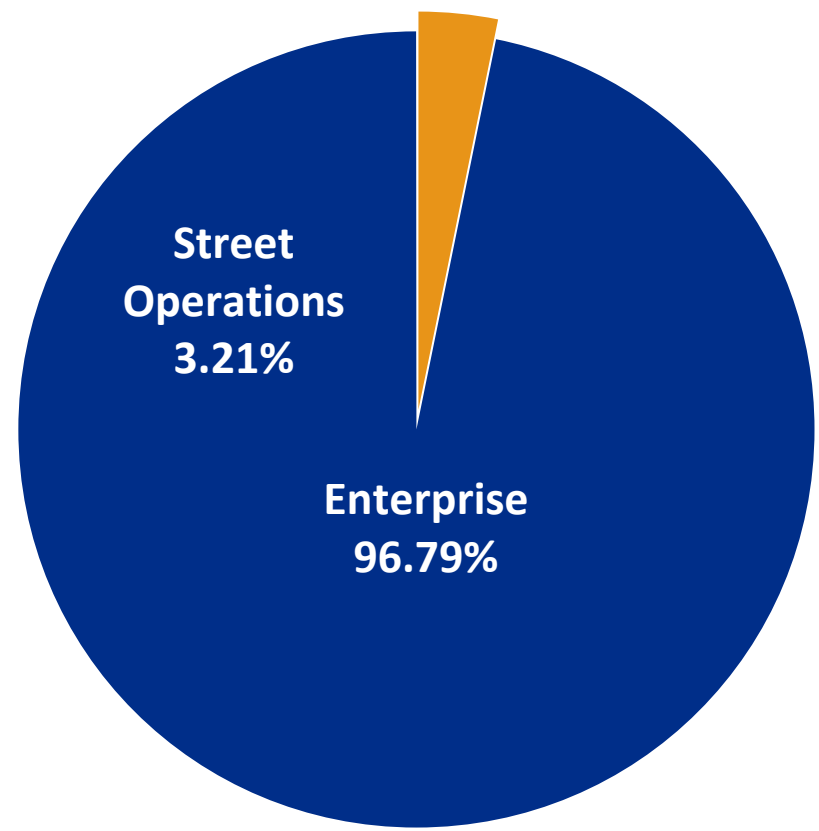
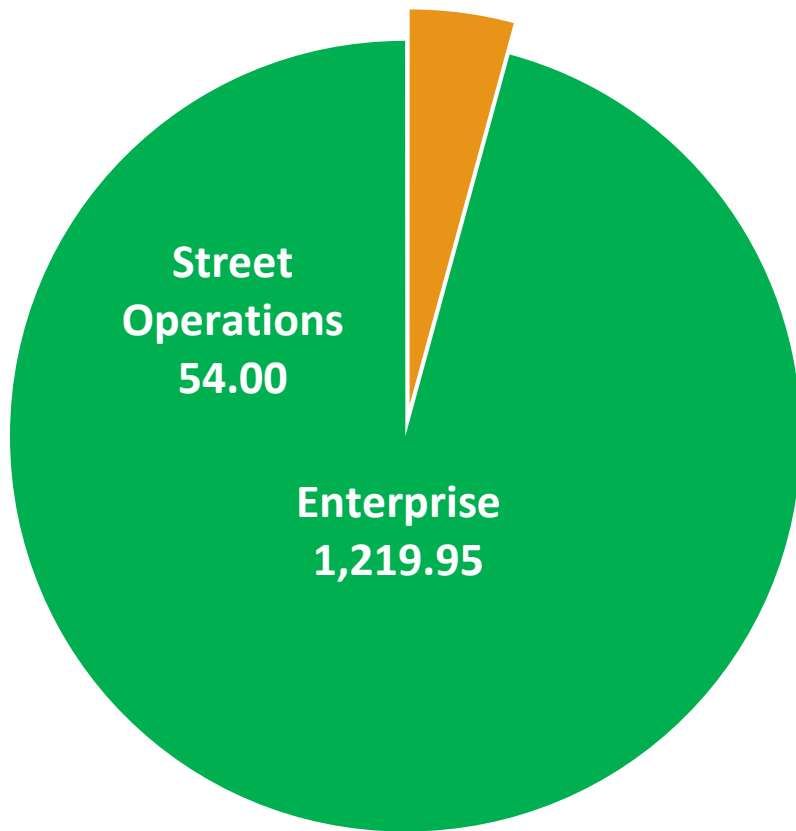
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- ☐ Apply 89 Lanes Miles of surface treatments.
- ☐ Sweep 10,000 curb miles in conjunction with the MS4 Permit.
- ☐ Apply pavement markings to 7.5 linear miles of street.
- ☐ Finalize upgrade of cabinet components at 25 signalized intersections to allow communication with the Traffic Management Center. Currently 70 of 95 intersections communicate with the Traffic Management Center.
- ☐ Finalize the development of an employee performance management system.
- ☐ Increase efficiencies by merging with the Environmental Services Division.



# How Street Operations Fits in the Enterprise in FY 2020 – Staffing & Budget

4.24% of FTEs in Enterprise      3.21% of Expenses in Enterprise  
FTEs in All Funds                      Expenses in All Funds



All Funds FTEs = 1,273.95

All Funds = \$209,423,419

# Staffing

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<b>FTEs by Fund</b>	<b>Budgeted FY 2018</b>	<b>Budgeted FY 2019</b>	<b>Proposed FY 2020</b>
General	54.00	0.00	0.00
Street Maint.	0.00	54.00	52.00
Drainage	2.00	2.00	2.00
Total	56.00	56.00	54.00

## FY 2020

Reallocated two vacant Truck Driver positions to create an additional Street Maintenance Supervisor position; reallocated one vacant Equipment Operator position to another department.





# Revenue Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
<b>Revenue:</b>				
Operations Fees	\$ 24,070	\$ 24,070	\$ 399,999	\$ 1,624,070
Miscellaneous	-	-	50,325	100,487
Grants	-	-	-	-
(To) Street Maint. Fund	-	-	(1,070,657)	(61,838)
From Child Safety Fund	10,064	33,500	33,000	545,500
From Drainage Fund	93,721	257,582	252,057	205,571
From General Fund	4,007,985	4,365,184	4,833,566	4,994,242
<b>Total</b>	<b>\$ 4,135,840</b>	<b>\$ 4,680,336</b>	<b>\$ 4,498,290</b>	<b>\$ 7,408,032</b>
=Base request				\$ 7,408,032
+Decision Packages - From Additional Revenue				-
=Total				\$ 7,408,032



# Street Operations by Mission Element

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Proposed Budget
APW006	Maintain streets.	16.70	34,725.60	\$ 2,344,736	\$ 3,469,295
APW007	Maintain concrete infrastructure.	8.30	17,253.60	430,670	637,224
APW008	Install and maintain traffic control devices.	4.34	9,016.80	384,093	568,308
APW009	Maintain pavement markings.	5.33	11,076.00	401,474	594,025
APW010	Emergency response services.	0.41	852.80	57,711	85,389
APW011	Administrative support.	5.94	12,355.20	879,606	1,301,473
200012	Elms and Tailwood Signalization	0.00	0.00	-	350,000
	Support Services ISF Charges	-	-	-	402,318
		<u>41.00</u>	<u>85,280.00</u>	<u>\$ 4,498,290</u>	<u>\$ 7,408,032</u>



# Expense Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
<b>Expense:</b>				
Operations				
• Personnel Services	\$ 2,114,870	\$ 2,583,766	\$ 2,025,847	\$ 2,587,454
• Materials & Supplies	671,973	725,761	659,520	709,002
• Roadway Drainage	-	126,998	126,000	62,635
• Street Light Electricity	758,917	750,000	750,000	750,000
• Pavement Treatment	388,852	330,000	664,899	1,930,000
• Pavement Marking	5,653	104,811	213,724	233,975
• Sign Maintenance	27,838	40,000	39,500	40,000
• Contracts	5,435	19,000	18,800	20,600
• Support Services ISF Charges	-	-	-	402,318
• Capital Outlay	162,302	-	-	350,000
<b>Total</b>	<b>\$ 4,135,840</b>	<b>\$ 4,680,336</b>	<b>\$ 4,498,290</b>	<b>\$ 7,085,984</b>
=Base request				\$ 7,085,984
+Decision packages				80,000
+Decision packages - Compensation Equity				242,048
<b>=Total</b>				<b>\$ 7,408,032</b>



# Explanation of Expense Variance

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- ☐ Cost of living increase.
- ☐ Inflationary increase.
- ☐ Allocation of support services internal service fund charges.
- ☐ Street Maintenance Fee for additional \$1.6M in pavement treatment.



# Decision Packages Approved by City Manager

Description	Priority	Expense	Revenue	Net Cost
<b><i>Street Maintenance Fund:</i></b>				
Compensation Equity Phase 2	1	\$242,048	\$0	\$242,048
<b><i>Child Safety Fund:</i></b>				
Thermoplastic Applicator Trailer	1	80,000	0	80,000
Total Decision Packages		\$322,048	\$0	\$322,048



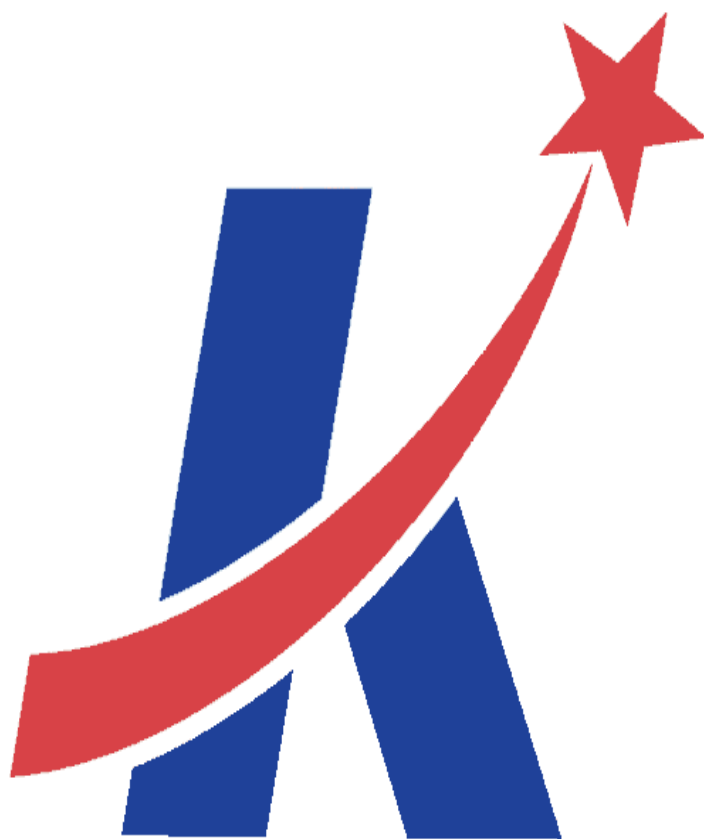
# Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
<i>Street Maintenance Fund:</i>				
Equipment Operator	1	\$44,646	\$0	\$44,646
Total Decision Packages		\$44,646	\$0	\$44,646



# City Manager's Comments

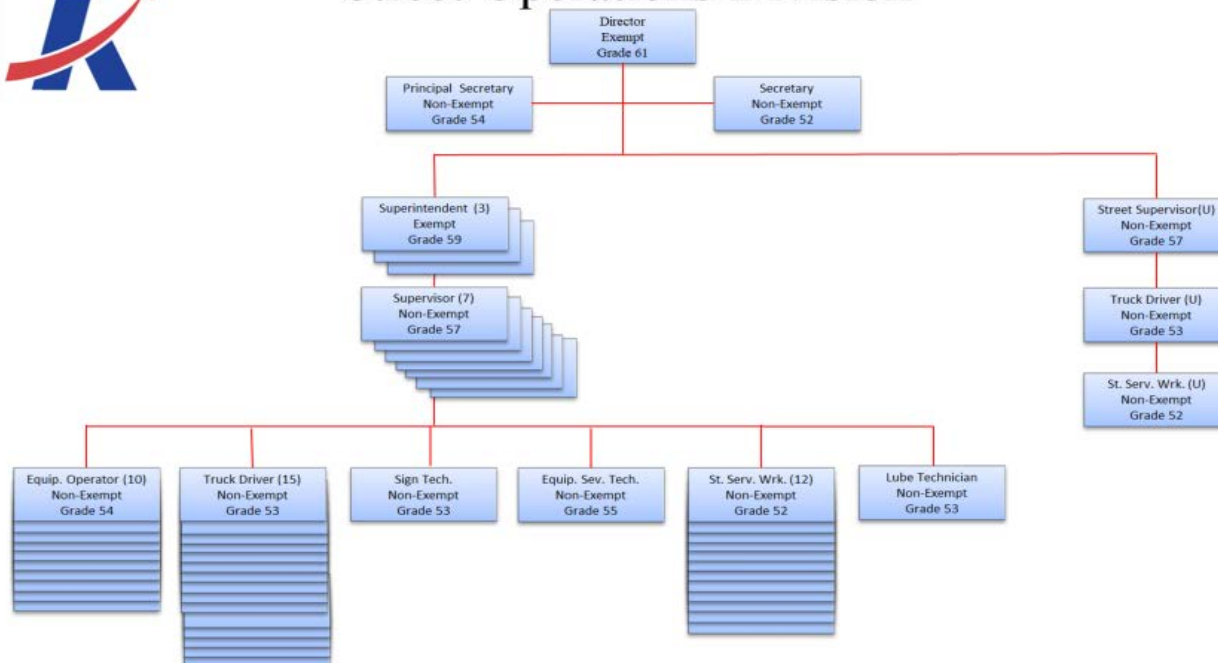








## Street Operations Division



### DIVISION MISSION STATEMENT

Street Operations Division's mission is to maintain the existing transportation network including streets, sidewalks, drive approaches, trails, curb & gutter, valley gutters, pavement markings, and traffic control devices that provide a safe and functional complete street network.

### MISSION ELEMENTS

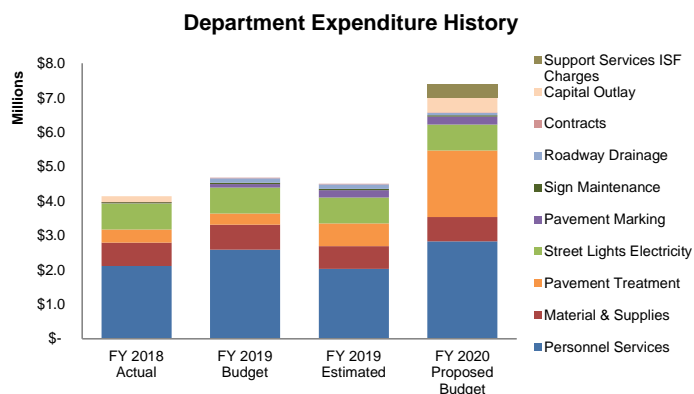
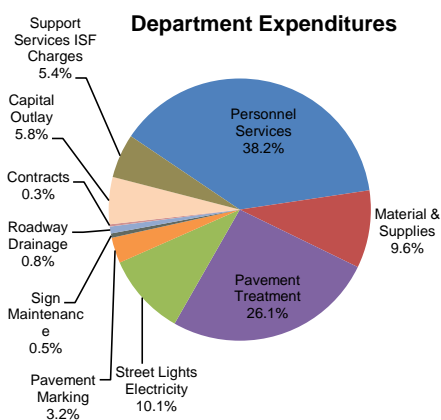
- Maintain streets
- Maintain concrete infrastructure
- Install and maintain traffic control devices
- Maintain pavement markings
- Emergency response services
- Administrative support

### GOALS

- Apply 89 Lanes Miles of surface treatments.
- Sweep 10,000 curb miles in conjunction with the MS4 Permit.
- Apply pavement markings to 7.5 linear miles of street.
- Finalize upgrade of cabinet components at 25 signalized intersections to allow communication with the Traffic Management Center. Currently 70 of 95 intersections communicate with the Traffic Management Center.
- Finalize the development of an employee performance management system.
- Increase efficiencies by merging with the Environmental Services Division.

**FINANCIAL INFORMATION**

	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Estimated</b>	<b>FY 2020 Proposed Budget</b>
<b>Revenue Summary</b>				
Operations Fees	\$ 24,070	\$ 24,070	\$ 399,999	\$ 1,624,070
Miscellaneous	-	-	50,325	100,487
(To) Street Maintenance Fund	-	-	(1,070,657)	(61,838)
From Child Safety Fund	10,064	33,500	33,000	545,500
From Drainage Fund	93,721	257,582	252,057	205,571
General Resources	4,007,985	4,365,184	4,833,566	4,994,242
<b>Total</b>	<b>\$ 4,135,840</b>	<b>\$ 4,680,336</b>	<b>\$ 4,498,290</b>	<b>\$ 7,408,032</b>
	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Estimated</b>	<b>FY 2020 Proposed Budget</b>
<b>Expenditure Summary</b>				
Personnel Services	\$ 2,114,870	\$ 2,583,766	\$ 2,025,847	\$ 2,829,502
Material & Supplies	671,973	725,761	659,520	709,002
Pavement Treatment	388,852	330,000	664,899	1,930,000
Street Lights Electricity	758,917	750,000	750,000	750,000
Pavement Marking	5,653	104,811	213,724	233,975
Sign Maintenance	27,838	40,000	39,500	40,000
Roadway Drainage	-	126,998	126,000	62,635
Contracts	5,435	19,000	18,800	20,600
Capital Outlay	162,302	-	-	430,000
Support Services ISF Charges	-	-	-	402,318
<b>Total</b>	<b>\$ 4,135,840</b>	<b>\$ 4,680,336</b>	<b>\$ 4,498,290</b>	<b>\$ 7,408,032</b>

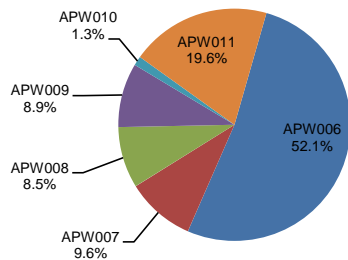


**PUBLIC WORKS  
STREET OPERATIONS**

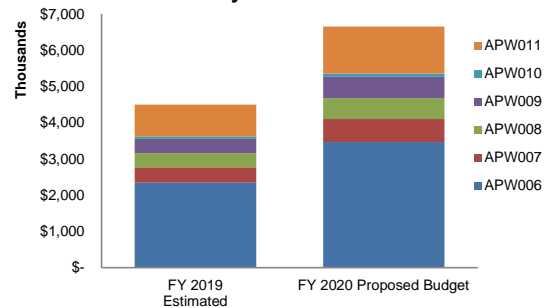
**CITY OF KILLEEN  
FY2020 PROPOSED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Proposed Budget
APW006	Maintain streets.	27.83	57,876.00	\$ 2,344,736	\$ 3,469,295
APW007	Maintain concrete infrastructure.	8.55	17,773.60	430,670	637,224
APW008	Install and maintain traffic control devices.	4.59	9,536.80	384,093	568,308
APW009	Maintain pavement markings.	6.57	13,655.20	401,474	594,025
APW010	Emergency response services.	0.54	1,123.20	57,711	85,389
APW011	Administrative support.	5.94	12,355.20	879,606	1,301,473
200012	Elms and Tailwood Signalization	-	-	-	350,000
	Support Services ISF Charges		-	-	402,318
		<u>54.00</u>	<u>112,320.00</u>	<u>\$ 4,498,290</u>	<u>\$ 7,408,032</u>

**Department Expenditures  
by Mission Element**



**Department Expenditure History  
by Mission Element**



**Staffing**

Director of Street Services	1.00	1.00	1.00
Equipment Operator	8.00	8.00	8.00
Equipment Services Technician	1.00	1.00	1.00
Lube Technician	1.00	1.00	1.00
Principal Secretary	1.00	1.00	1.00
Secretary	1.00	1.00	1.00
Senior Traffic Technician	1.00	1.00	1.00
Service Worker (Street)	12.00	12.00	12.00
Sign Technician	1.00	1.00	1.00
Superintendent (Street Services)	2.00	2.00	2.00
Superintendent (Traffic)	1.00	1.00	1.00
Supervisor (Sign & Pavement Marking)	1.00	1.00	1.00
Supervisor (Street Maintenance)	5.00	5.00	5.00
Supervisor (Traffic Signals)	1.00	1.00	1.00
Traffic Technician	2.00	2.00	2.00
Truck Driver	15.00	15.00	15.00
<b>Total Staffing</b>	<u>54.00</u>	<u>54.00</u>	<u>54.00</u>

	FY 2018 Actual	FY 2019 Estimated	FY 2020 Proposed Budget
Director of Street Services	1.00	1.00	1.00
Equipment Operator	8.00	8.00	8.00
Equipment Services Technician	1.00	1.00	1.00
Lube Technician	1.00	1.00	1.00
Principal Secretary	1.00	1.00	1.00
Secretary	1.00	1.00	1.00
Senior Traffic Technician	1.00	1.00	1.00
Service Worker (Street)	12.00	12.00	12.00
Sign Technician	1.00	1.00	1.00
Superintendent (Street Services)	2.00	2.00	2.00
Superintendent (Traffic)	1.00	1.00	1.00
Supervisor (Sign & Pavement Marking)	1.00	1.00	1.00
Supervisor (Street Maintenance)	5.00	5.00	5.00
Supervisor (Traffic Signals)	1.00	1.00	1.00
Traffic Technician	2.00	2.00	2.00
Truck Driver	15.00	15.00	15.00
<b>Total Staffing</b>	<u>54.00</u>	<u>54.00</u>	<u>54.00</u>

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
<b>Street Operations</b>					
<b>Personnel Services</b>					
010-3445-434.40-05	FULL-TIME SALARIES	\$ 1,466,843	\$ 1,771,920	\$ -	\$ -
010-3445-434.40-15	OVERTIME	7,813	7,194	-	-
010-3445-434.40-25	LONGEVITY	16,908	19,776	-	-
010-3445-434.40-30	INCENTIVE PAY	29,241	32,880	-	-
010-3445-434.40-55	ON CALL	7,380	11,340	-	-
010-3445-434.40-70	VACATION-4TH WEEK BUYBK.	1,200	3,000	-	-
010-3445-434.40-81	GROUP INSURANCE	205,370	-	-	-
010-3445-434.40-82	MEDICAL INSURANCE	-	237,163	-	-
010-3445-434.40-83	DENTAL INSURANCE	-	14,906	-	-
010-3445-434.40-84	LIFE INSURANCE	-	972	-	-
010-3445-434.40-85	RETIREMENT - TMRS	151,399	205,840	-	-
010-3445-434.40-87	SOCIAL SECURITY	111,137	109,406	-	-
010-3445-434.40-88	MEDICARE	-	25,594	-	-
010-3445-434.40-89	WORKERS COMPENSATION	48,915	60,575	-	-
234-3445-434.40-05	FULL-TIME SALARIES	-	-	1,395,170	1,950,351
234-3445-434.40-15	OVERTIME	-	-	11,417	7,194
234-3445-434.40-25	LONGEVITY	-	-	16,958	20,305
234-3445-434.40-30	INCENTIVE PAY	-	-	23,205	21,540
234-3445-434.40-55	ON CALL	-	-	6,330	7,600
234-3445-434.40-70	VACATION-4TH WEEK BUYBK.	-	-	3,000	1,500
234-3445-434.40-82	MEDICAL INSURANCE	-	-	169,847	263,901
234-3445-434.40-83	DENTAL INSURANCE	-	-	9,777	13,511
234-3445-434.40-84	LIFE INSURANCE	-	-	704	936
234-3445-434.40-85	RETIREMENT - TMRS	-	-	157,986	237,204
234-3445-434.40-87	SOCIAL SECURITY	-	-	86,494	120,637
234-3445-434.40-88	MEDICARE	-	-	20,229	28,214
234-3445-434.40-89	WORKERS COMPENSATION	-	-	45,423	58,023
575-3445-434.40-05	FULL-TIME SALARIES	49,123	59,230	58,365	71,093
575-3445-434.40-15	OVERTIME	588	1,500	757	1,500
575-3445-434.40-25	LONGEVITY	61	240	162	240
575-3445-434.40-30	INCENTIVE PAY	1,710	1,620	1,305	1,080
575-3445-434.40-55	ON CALL	370	950	840	480
575-3445-434.40-81	GROUP INSURANCE	5,674	-	-	-
575-3445-434.40-82	MEDICAL INSURANCE	-	4,941	5,355	10,996
575-3445-434.40-83	DENTAL INSURANCE	-	276	402	552
575-3445-434.40-84	LIFE INSURANCE	-	36	33	36
575-3445-434.40-85	RETIREMENT - TMRS	5,138	7,085	4,942	4,582
575-3445-434.40-87	SOCIAL SECURITY	3,954	3,931	3,798	4,496
575-3445-434.40-88	MEDICARE	-	919	888	1,052
575-3445-434.40-89	WORKERS COMPENSATION	2,046	2,472	2,460	2,479
<b>Personnel Services</b>		<b>2,114,869</b>	<b>2,583,766</b>	<b>2,025,847</b>	<b>2,829,502</b>
<b>Supplies</b>					
010-3445-434.41-10	OFFICE	1,979	1,700	-	-
010-3445-434.41-15	POSTAGE/CARRIER SERVICE	50	25	-	-
010-3445-434.41-20	UNIFORMS AND CLOTHING	29,828	32,200	-	-
010-3445-434.41-30	FUEL	93,980	104,513	-	-
010-3445-434.41-35	PRINT SUPPLIES	1,676	1,450	-	-
010-3445-434.41-37	PHONES AND ACCESSORIES	254	150	-	-

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
010-3445-434.41-40	COMPUTER SUPPLIES	\$ -	\$ 1,500	\$ -	\$ -
010-3445-434.41-60	FOOD SUPPLIES	1,627	1,400	-	-
010-3445-434.41-65	MINOR TOOLS	21,345	22,150	-	-
010-3445-434.41-70	CLEANING SUPPLIES	4,416	3,683	-	-
010-3445-434.41-75	MEDICAL AND CHEMICAL	1,510	125	-	-
010-3445-434.41-87	EXTINGUISHING CHEMICALS	-	1,500	-	-
010-3445-434.41-90	AGRICULTURAL SUPPLIES	-	3,575	-	-
234-3445-434.41-10	OFFICE	-	-	1,650	2,000
234-3445-434.41-15	POSTAGE/CARRIER SERVICE	-	-	25	25
234-3445-434.41-20	UNIFORMS AND CLOTHING	-	-	32,200	40,999
234-3445-434.41-30	FUEL	-	-	96,000	96,831
234-3445-434.41-34	NATURAL GAS AND ACCELERANT	-	-	1,000	1,000
234-3445-434.41-35	PRINT SUPPLIES	-	-	1,000	1,000
234-3445-434.41-37	PHONES AND ACCESSORIES	-	-	150	250
234-3445-434.41-40	COMPUTER SUPPLIES	-	-	300	300
234-3445-434.41-60	FOOD SUPPLIES	-	-	700	1,000
234-3445-434.41-65	MINOR TOOLS	-	-	21,000	22,150
234-3445-434.41-70	CLEANING SUPPLIES	-	-	3,650	3,683
234-3445-434.41-75	MEDICAL AND CHEMICAL	-	-	125	250
234-3445-434.41-87	EXTINGUISHING CHEMICALS	-	-	1,450	1,500
234-3445-434.41-90	AGRICULTURAL SUPPLIES	-	-	1,000	-
575-3445-434.41-20	UNIFORMS AND CLOTHING	-	1,000	950	1,000
575-3445-434.41-30	FUEL	12,865	10,000	10,000	10,000
575-3445-434.41-65	MINOR TOOLS	-	300	200	200
575-3445-434.41-90	AGRICULTURAL SUPPLIES	411	-	-	1,500
	<b>Supplies</b>	<b>169,941</b>	<b>185,271</b>	<b>171,400</b>	<b>183,688</b>
<b>Repair &amp; Maintenance</b>					
010-3445-434.42-05	WALKS AND DRIVES	29,653	50,000	-	-
010-3445-434.42-10	BUILDING MAINTENANCE	305	-	-	-
010-3445-434.42-36	TRAFFIC SIGNALS MAINT	2,498	2,500	-	-
010-3445-434.42-37	SIGN MAINTENANCE	27,838	30,000	-	-
010-3445-434.42-38	PAVEMENT MARKING	2,889	92,311	-	-
010-3445-434.42-65	STREET MAINTENANCE	388,852	330,000	-	-
010-3445-434.42-92	ROADWAY DRAINAGE	-	487	-	-
010-3445-434.43-10	SMALL EQUIP REPAIR	2,482	4,500	-	-
010-3445-434.43-15	VEHICLE REPAIR/MAINT	98,483	111,809	-	-
010-3445-434.43-50	MACHINERY	121,545	90,000	-	-
010-3445-434.43-70	SIGNALS AND TRAFFIC LIGHTS	86,861	84,150	-	-
234-3445-434.42-05	WALKS AND DRIVES	-	-	45,000	50,000
234-3445-434.42-35	FENCE MAINTENANCE	-	-	-	10,000
234-3445-434.42-36	TRAFFIC SIGNALS MAINT	-	-	2,500	16,283
234-3445-434.42-37	SIGN MAINTENANCE	-	-	29,500	30,000
234-3445-434.42-38	PAVEMENT MARKING	-	-	201,724	139,475
234-3445-434.42-65	STREET MAINTENANCE	-	-	664,899	1,930,000
234-3445-434.43-10	SMALL EQUIP REPAIR	-	-	2,800	2,800
234-3445-434.43-15	VEHICLE REPAIR/MAINT	-	-	75,000	75,000
234-3445-434.43-50	MACHINERY	-	-	80,000	80,000
234-3445-434.43-70	SIGNALS AND TRAFFIC LIGHTS	-	-	84,000	84,150
248-3445-434.42-37	SIGN MAINTENANCE	-	10,000	10,000	10,000
248-3445-434.42-38	PAVEMENT MARKING	2,764	12,500	12,000	94,500

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
248-3445-434.43-70	SIGNALS AND TRAFFIC LIGHTS	\$ 7,300	\$ 11,000	\$ 11,000	\$ 11,000
575-3445-434.42-75	CURB AND GUTTER	-	19,915	19,000	15,000
575-3445-434.42-92	ROADWAY DRAINAGE	-	126,511	126,000	62,635
575-3445-434.43-15	VEHICLE REPAIR/MAINT	10,895	15,000	15,000	15,000
	<b>Repair &amp; Maintenance</b>	<b>782,365</b>	<b>990,683</b>	<b>1,378,423</b>	<b>2,625,843</b>
<b>Support Services</b>					
010-3445-434.44-04	WATER SERVICE	1,946	1,800	-	-
010-3445-434.44-05	TELEPHONE	12,956	5,089	-	-
010-3445-434.44-06	GAS SERVICE	1,628	1,200	-	-
010-3445-434.44-07	CABLE SERVICES	230	711	-	-
010-3445-434.44-08	WASTE DISPOSAL	1,623	2,300	-	-
010-3445-434.44-10	EQUIPMENT RENTAL/LEASE	10,852	55,000	-	-
010-3445-434.44-26	ADVERTISING	747	310	-	-
010-3445-434.44-30	TRAINING AND TRAVEL	2,990	3,250	-	-
010-3445-434.44-49	STREET LIGHTS ELECTRICITY	758,917	750,000	-	-
010-3445-434.44-50	ELECTRICITY SERVICES	82,946	79,000	-	-
010-3445-434.44-75	DUES AND MEMBERSHIPS	1,311	1,300	-	-
234-3445-434.44-04	WATER SERVICE	-	-	1,800	1,800
234-3445-434.44-05	TELEPHONE	-	-	8,500	8,500
234-3445-434.44-06	GAS SERVICE	-	-	1,600	1,600
234-3445-434.44-07	CABLE SERVICES	-	-	810	810
234-3445-434.44-08	WASTE DISPOSAL	-	-	1,700	2,300
234-3445-434.44-10	EQUIPMENT RENTAL/LEASE	-	-	54,000	62,000
234-3445-434.44-26	ADVERTISING	-	-	310	621
234-3445-434.44-30	TRAINING AND TRAVEL	-	-	3,250	6,500
234-3445-434.44-48	TRAFFIC LIGHTS ELECTRICIT	-	-	67,000	67,000
234-3445-434.44-49	STREET LIGHTS ELECTRICITY	-	-	750,000	750,000
234-3445-434.44-50	ELECTRICITY SERVICES	-	-	12,000	12,000
234-3445-434.44-75	DUES AND MEMBERSHIPS	-	-	1,250	1,300
575-3445-434.44-04	WATER SERVICE	794	1,000	1,000	1,000
575-3445-434.44-30	TRAINING AND TRAVEL	-	200	200	200
575-3445-434.44-75	DUES AND MEMBERSHIPS	94	456	400	450
	<b>Support Services</b>	<b>877,033</b>	<b>901,616</b>	<b>903,820</b>	<b>916,081</b>
<b>Minor Capital</b>					
010-3445-434.46-35	EQUIPMENT AND MACHINERY	23,666	-	-	-
010-3445-434.46-40	COMPUTER EQUIP/SOFTWARE	227	-	-	-
	<b>Minor Capital</b>	<b>23,893</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Professional Services</b>					
010-3445-434.47-01	CONSULTING SERVICES	5,435	15,000	-	-
010-3445-434.47-20	ENGINEERING SERVICES	-	4,000	-	-
234-3445-434.47-01	CONSULTING SERVICES	-	-	14,500	15,000
234-3445-434.47-05	MEDICAL/COUNSELING SERVIC	-	-	300	1,600
234-3445-434.47-20	ENGINEERING SERVICES	-	-	4,000	4,000
	<b>Professional Services</b>	<b>5,435</b>	<b>19,000</b>	<b>18,800</b>	<b>20,600</b>

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
<b>Designated Expenses</b>					
234-3445-434.50-10	ISF CHARGES	\$ -	\$ -	\$ -	\$ 402,318
243-3445-434.50-55	DESIGNATED EXPENSES	24,741	-	-	-
	<b>Designated Expenses</b>	<b>24,741</b>	<b>-</b>	<b>-</b>	<b>402,318</b>
<b>Capital Outlay</b>					
010-3445-434.61-35	MACHINERY AND EQUIPMENT	49,877	-	-	-
010-3445-434.61-70	LEASE ASSETS	112,425	-	-	-
248-3445-434.60-85	TRAFFIC SIGNAL	-	-	-	350,000
248-3445-434.61-35	MACHINERY AND EQUIPMENT	-	-	-	80,000
	<b>Capital Outlay</b>	<b>162,302</b>	<b>-</b>	<b>-</b>	<b>430,000</b>
	<b>Street Operations</b>	<b>\$ 4,160,579</b>	<b>\$ 4,680,336</b>	<b>\$ 4,498,290</b>	<b>\$ 7,408,032</b>

### Mission Element 1: Maintain streets.

**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Apply slurry-seal to street surface (lane miles).	0	0	20	0	0	29	87
Apply reclaimer to street surface (lane miles).	16,640	11	0	11	29	0	0
Repair potholes.	4,160	365	400	365	450	300	325
Repair utility cuts.	4,160	125	250	125	175	58	125
Apply crackseal material to street (lane miles).	12,480	125	125	125	150	125	175
Sweep Streets (curb miles).	8,320	12,500	12,500	7,938	10,000	7,430	10,000

### Mission Element 2: Maintain concrete infrastructure.

**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Repair sidewalk work orders.	14,560	155	N/A	155	125	62	100
Repair drive approach work orders.	9,360	14	N/A	14	25	12	25
Repair valley gutter work orders.	3,120	8	15	8	15	14	15
Repair curb & gutter work orders.	6,240	22	15	22	15	25	25

### Mission Element 3: Install and maintain traffic control devices.

**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Inspect signalized intersections.	6,240	1,128	1,128	1,128	1,128	1,128	1,128
Inspect & program school flashers.	1,040	780	780	780	780	780	780
Conduct traffic counts.	3,120	48	48	48	48	54	48
Repair sign work orders.	6,240	1,127	1,500	1,127	1,500	625	1,250

### Mission Element 4: Maintain pavement markings.

**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Maintain crosswalks (KISD campuses).	520	426	426	426	426	426	438
Carry out pavement marking program (linear miles).	6,240	2.5	5	13	9.5	9.5	7.5
Process pavement marking work orders.	1,560	95	135	60	60	35	50

### Mission Element 5: Emergency response services.

**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Respond to emergency events.	1,040	342	N/A	342	350	65	100

### Mission Element 6: Administrative support.

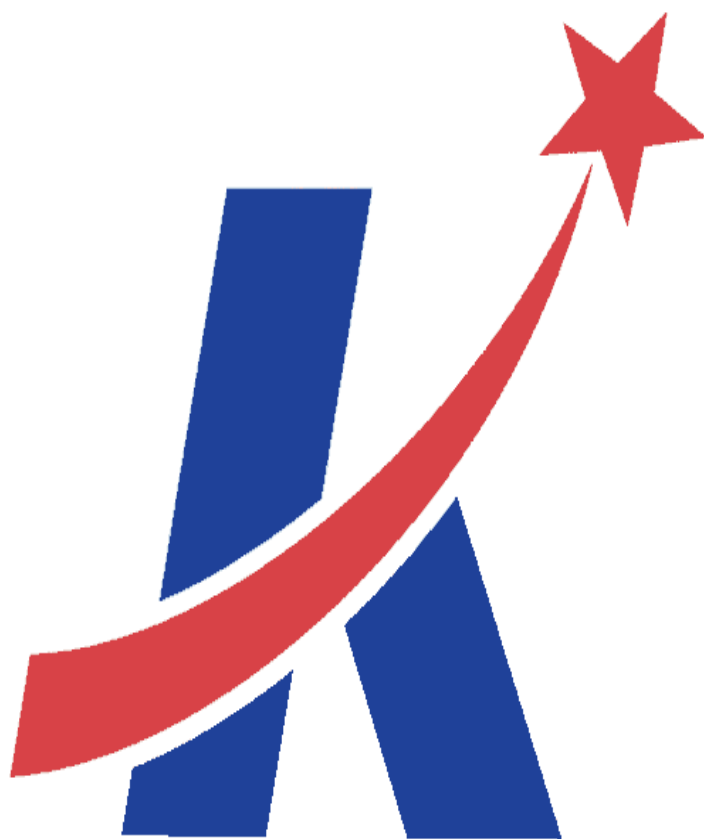
**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Input Cityworks work orders.	1,560	4,600	4,960	4,600	1,440	2,455	2,800
Process AP – P.O. & receiving.	4,160	1,920	1,440	1,920	780	480	525
Process telephone calls.	520	1,200	N/A	N/A	7,680	5,575	6,125
Process payroll.	2,600	26	26	26	26	13	0
Track uniforms for employees.	520	224	224	224	2,688	1,568	2,688
Process new hires.	520	24	N/A	24	20	21	20





***Water & Sewer***





# FY 2020 Proposed Budget Presentation

Fund: Water & Sewer

Department: Public Works

Divisions: Water Distribution,  
Sanitary Sewers, &  
Water and Sewer Administration

# Mission

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The Water and Sewer Division's mission is to deliver reliable and safe water supplies to customers, and efficiently collect and dispose of wastewater.



# Mission Elements

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## ☐ Water Distribution

- ☐ Maintain water mains and water service lines.
- ☐ Install new water service taps/meters, and replace meters as needed.
- ☐ Mitigate water loss.
- ☐ Maintain water appurtenances including fire hydrants, valves, fittings, etc.
- ☐ Flush fire hydrants and dead-end water mains.

## ☐ Sewer Collection

- ☐ Monitor, report, and prevent sanitary sewer overflows (SSO).
- ☐ Service manhole monitoring devices.
- ☐ Maintain sewer mains.
- ☐ Replace and/or rehabilitate defective manholes and sewer mains.



# Mission Elements

---

## ☐ Water & Sewer Administration

- ☐ Manage personnel and contracts.
- ☐ Provide customer service.
- ☐ Monitor and prevent Water and Sewer accidents.
- ☐ Collect water and sewer samples as required.
- ☐ Maintain pump stations, lift stations, and water storage facilities.
- ☐ Input work orders.
- ☐ Implement Backflow Prevention Assembly Tester (BPAT), Fats, Oils and Grease (FOG), and Customer Service Inspection (CSI) program including mandatory reporting, inspections, and plan reviews.
- ☐ Manage Capital Improvement Projects.
- ☐ Provide long-range water and sewer planning.
- ☐ Manage WCID contracts



# By the Numbers:

---

## ☐ Water Distribution

<input type="checkbox"/> Water taps:	435
<input type="checkbox"/> Water main repairs:	77
<input type="checkbox"/> Appurtenance repairs:	48
<input type="checkbox"/> Number of miles of water main:	678

## ☐ Sewer Collection

<input type="checkbox"/> Sanitary sewer overflows:	12
<input type="checkbox"/> Feet of sanitary sewer main flushed:	1.0M
<input type="checkbox"/> Sewer main spot repairs:	84
<input type="checkbox"/> Number of miles of sewer main:	602

## ☐ Water & Sewer Administration

<input type="checkbox"/> Water samples:	20,338
<input type="checkbox"/> Customer service calls:	838
<input type="checkbox"/> BPAT/FOG/CSI reports:	14,508



# Goals for FY 2020

---

## ☐ Water Distribution

- ☐ Reduce total water loss from 18% to 17%.
- ☐ Complete the Water Line Rehabilitation Phase 3 Project.
- ☐ Flow test and maintain 100% of the fire hydrants.
- ☐ Flush dead-end water mains per TCEQ regulations.
- ☐ Complete service taps and meter sets within 3 weeks of posting.
- ☐ Replace 20% of meters that have registered over 1 million gallons.

## ☐ Sewer Collection

- ☐ Maintain SSOs below 4.0 per 100 miles of sewer main.
- ☐ Evaluate 10% and clean 20% of sewer main.
- ☐ Complete Sewer Line Rehab Ph. 5 Project.
- ☐ Complete Septic Tank Elimination Program (STEP) XI Project.





# Goals for FY 2020 (cont'd)

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## ☐ Water & Sewer Administration

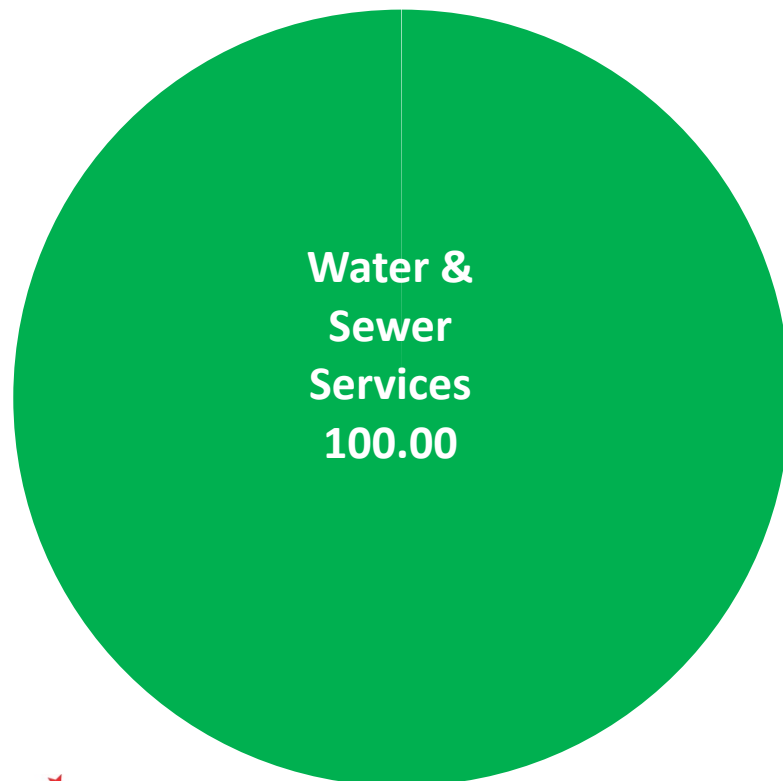
- ☐ Develop and implement an employee training and development plan to allow internal advancement opportunities.
- ☐ Update W&S Master Plan and obtain new W&S bond.
- ☐ Reclassify W&S positions to reflect other Public Works divisions.
- ☐ Zero time-loss accidents and Notice of Violations from TCEQ.



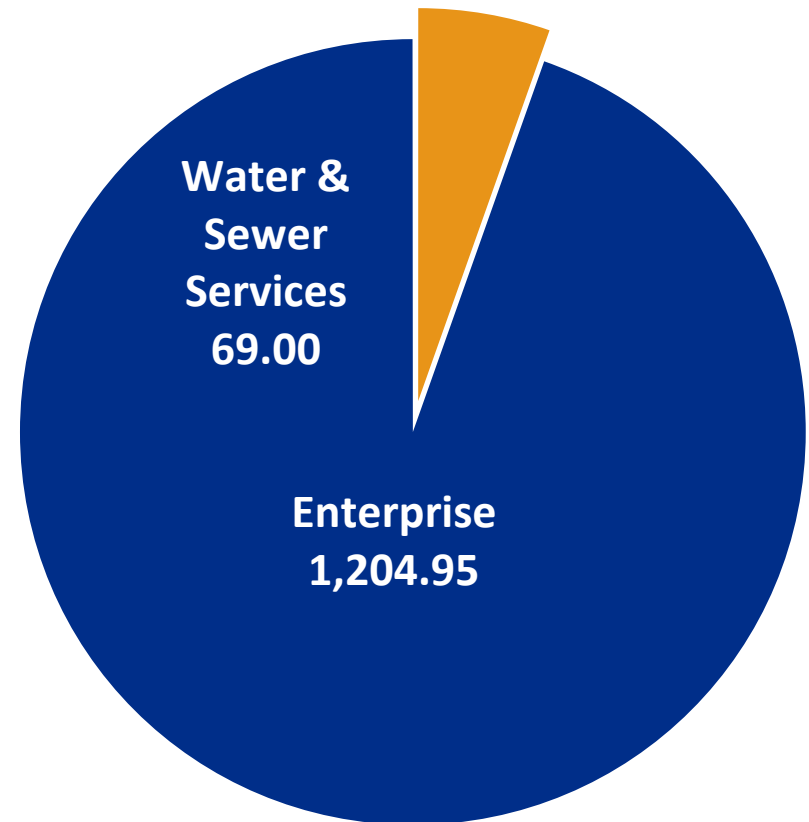
# How Water & Sewer Services Fit in the Enterprise in FY 2020 – Staffing

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100% of FTEs in Fund  
FTEs in the Water & Sewer  
Fund



5.42% of FTEs in Enterprise  
FTEs in All Funds



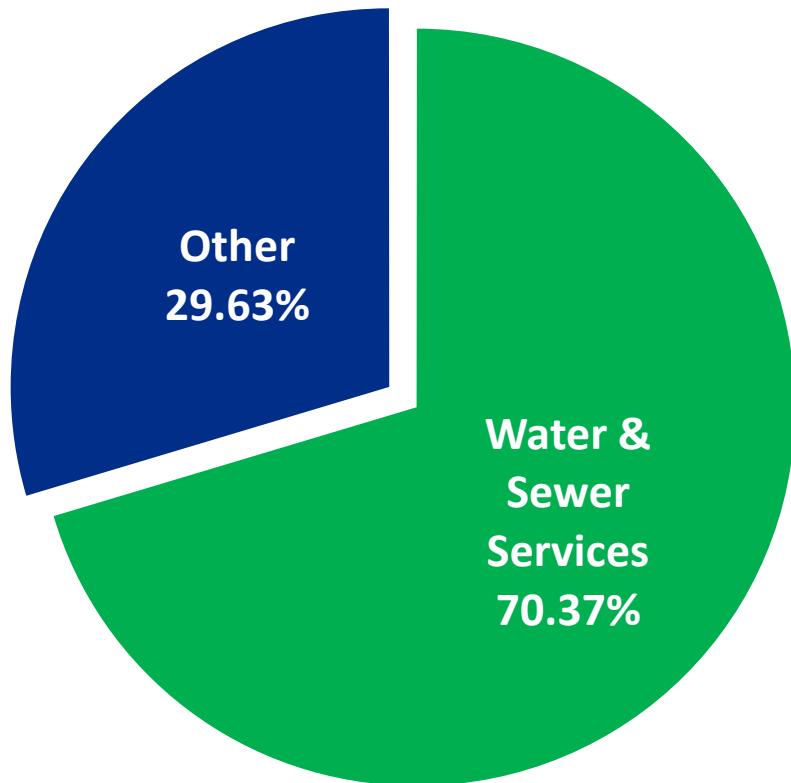
Water & Sewer FTEs = 69.00  
Water & Sewer Fund FTEs = 69.00

All Funds FTEs = 1,273.95

# How Water & Sewer Services Fit in the Enterprise in FY 2020 – Budget

70.37% of Expenses in Fund  
Expenses in the Water & Sewer

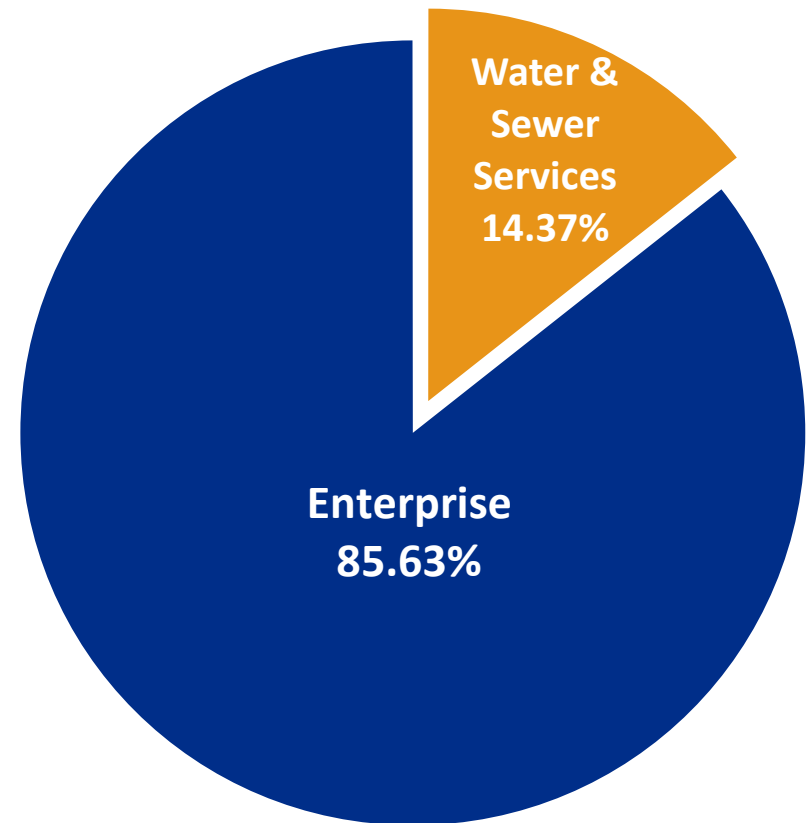
Fund



Water & Sewer Expense =  
\$30,087,768

Water & Sewer Fund = \$42,756,715

14.37% of Expenses in Enterprise  
Expenses in All Funds



All Funds = \$209,423,419



# Staffing

---

	<b>Budgeted FY 2018</b>	<b>Budgeted FY 2019</b>	<b>Proposed FY 2020</b>
FTEs	66.00	69.00	69.00

## **FY 2019:**

City Council approved an additional 3 positions for a proposed Sanitary Sewer Maintenance Program.

## **FY 2020:**

During FY 2019 the City Council approved a Warranty Service Program in lieu of the in-house Sanitary Sewer Maintenance Program. These three positions have been reallocated to fund two decision packages.



# Revenue Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
<b>Revenue:</b>				
Operations Fees	\$ 40,241,985	\$ 41,142,747	\$ 41,162,603	\$ 42,237,290
Miscellaneous	427,391	513,619	528,872	519,425
Grants	1,436	-	-	-
From Water & Sewer Fund	-	-	-	-
(To) Water & Sewer Fund	(22,099,604)	(21,173,600)	(21,896,245)	(12,668,947)
<b>Total</b>	\$ 18,571,208	\$ 20,482,766	\$ 19,795,230	\$ 30,087,768
=Base request				\$ 30,087,768
+Decision Packages - From Additional Revenue				-
+Decision Packages - From Water & Sewer Fund				-
<b>=Total</b>				<b>\$ 30,087,768</b>



# Explanation of Revenue Variance

- ❑ Revenue increases due to increase in usage and number of customers.



# Water & Sewer by Mission Element

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Proposed Budget
APW017	Water and Sewer administration.	28.00	58,240.00	\$ 16,933,887	\$ 18,164,074
APW018	Water Distribution.	21.00	43,680.00	1,380,162	\$ 1,480,426
APW019	Sewer collection.	20.00	41,600.00	1,481,181	\$ 1,588,783
	Support Services ISF Charges	-	-	-	\$ 8,854,485
		<u>69.00</u>	<u>143,520.00</u>	<u>\$ 19,795,230</u>	<u>\$ 30,087,768</u>



# Expense Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
<b>Expense:</b>				
Operations				
• Personnel Services	\$ 2,467,102	\$ 3,061,459	\$ 2,821,526	\$ 3,019,740
• Materials & Supplies	1,016,446	1,113,667	877,130	1,015,905
• Contracts	14,158,322	15,201,270	15,318,570	15,685,229
• Electricity	678,256	780,000	523,004	710,000
• Street Maintenance	60,501	75,000	75,000	75,000
• Support Services ISF Charges	-	-	-	8,854,485
• Capital Outlay	190,581	251,370	180,000	130,000
<b>Total</b>	\$ 18,571,208	\$ 20,482,766	\$ 19,795,230	\$ 29,490,359
=Base request				\$ 29,490,359
+Decision packages				135,500
+Decision packages - Compensation Equity				461,909
=Total				\$ 30,087,768





# Explanation of Expense Variance

- ☐ Cost of living increase.
- ☐ Inflationary increase.
- ☐ Allocation of support services internal service fund charges.
- ☐ Increase in water & sewer contracts budget due to increases in WCID rates and usage.



# Decision Packages Approved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Compensation Equity Phase 2	1	\$461,909	\$0	\$461,909
Water Loss/Conservation Program	2	57,033	0	57,033
Valve and Fire Hydrant Program	3	78,467	0	78,467
Total Decision Packages		\$597,409	\$0	\$597,409



# Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
<b><i>Water Distribution:</i></b>				
Water Meter Replacement Program	1	\$143,597	\$0	\$143,597
Assistant Chief Operator of Water	2	75,580		75,580
<b><i>Water &amp; Sewer Operations:</i></b>				
Assistant Chief Operator of Operations	1	75,580	0	75,580
Total Decision Packages		\$294,757	\$0	\$294,757



# City Manager's Comments



**DIVISION MISSION STATEMENT**

The Water and Sewer Division's mission is to deliver reliable and safe water supplies to customers, and efficiently collect and dispose of wastewater.

**MISSION ELEMENTS**

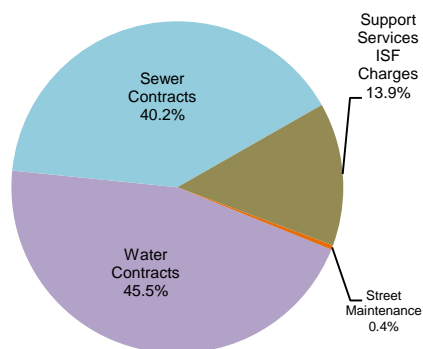
- Water and sewer administration
- Water distribution.
- Sewer collection.

**FINANCIAL INFORMATION**

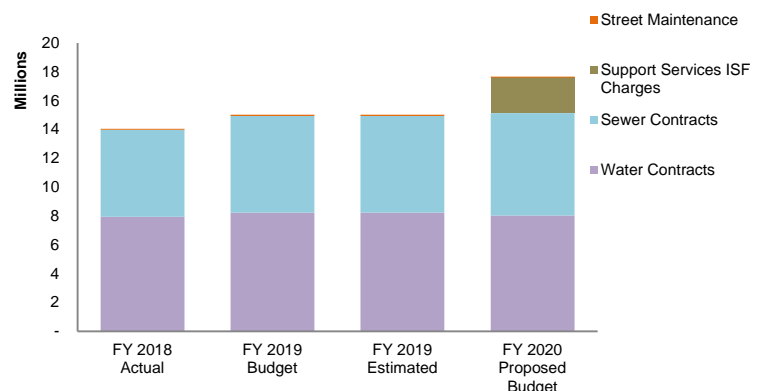
<b>Revenue Summary</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Estimated</b>	<b>FY 2020 Proposed Budget</b>
Sale of Water	\$ 18,430,615	\$ 18,781,527	\$ 19,044,479	\$ 19,157,158
Tap Fees	793,212	714,794	733,360	700,778
Septic Tank Elimination	12,237	85,402	96,025	87,110
Sewer Fees	17,679,551	18,151,249	17,902,120	18,514,274
Water Services & Charges	1,047,210	1,232,491	1,177,344	1,557,140
Delinquent Penalties	2,279,160	2,177,284	2,209,275	2,220,830
Miscellaneous Income	427,390	513,619	528,872	519,425
Grants	1,436	-	-	-
General Resources	(26,618,437)	(26,636,996)	(26,672,105)	(25,086,157)
<b>Total</b>	<b>\$ 14,052,374</b>	<b>\$ 15,019,370</b>	<b>\$ 15,019,370</b>	<b>\$ 17,670,558</b>

<b>Expenses Summary</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Estimated</b>	<b>FY 2020 Proposed Budget</b>
Water Contracts	7,938,535	8,243,930	8,243,930	8,036,884
Sewer Contracts	6,053,339	6,700,440	6,700,440	7,096,345
Support Services ISF Charges	-	-	-	2,462,329
Street Maintenance	\$ 60,501	\$ 75,000	\$ 75,000	\$ 75,000
<b>Total</b>	<b>\$ 14,052,374</b>	<b>\$ 15,019,370</b>	<b>\$ 15,019,370</b>	<b>\$ 17,670,558</b>

**Department Expenses**



**Department Expense History**

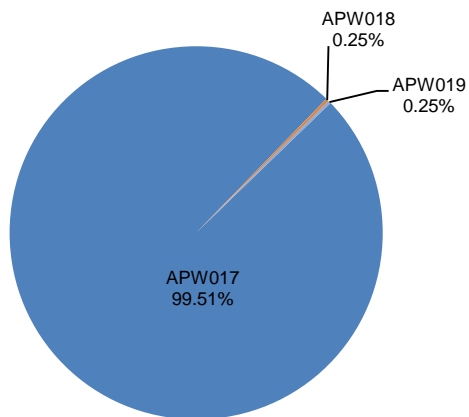


**PUBLIC WORKS  
ADMINISTRATION  
CONTRACTS**

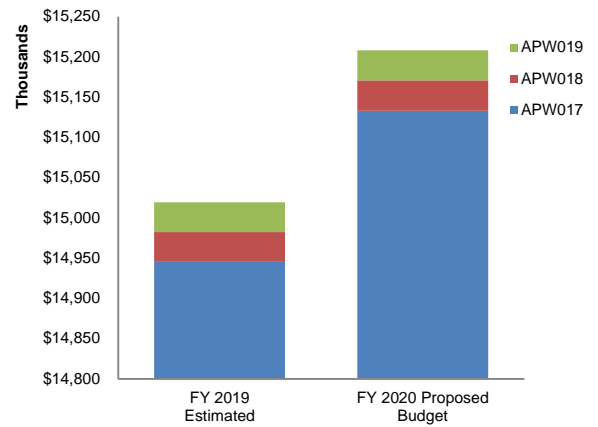
**CITY OF KILLEEN  
FY2020 PROPOSED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Proposed Budget
APW017	Water and sewer administration.	-	-	\$ 14,945,301	\$ 15,133,229
APW018	Water distribution.	-	-	37,034	37,500
APW019	Sewer collection.	-	-	37,034	37,500
	Support Services ISF Charges	-	-	-	2,462,329
		-	-	<u>\$ 15,019,370</u>	<u>\$ 17,670,558</u>

**Department Expenses  
by Mission Element**



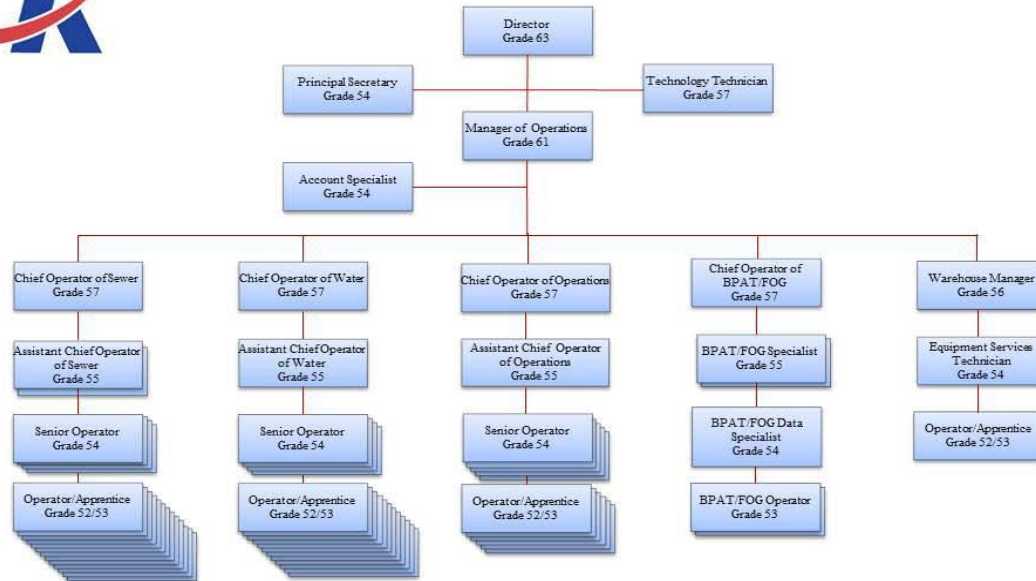
**Department Expenses History  
by Mission Element**



Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
<b>Water and Sewer Contracts</b>					
<b>Repair &amp; Maintenance</b>					
550-3405-435.42-65	STREET MAINTENANCE	\$ 60,501	\$ 75,000	\$ 75,000	\$ 75,000
	<b>Repair &amp; Maintenance</b>	<b>60,501</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>
<b>Designated Expenses</b>					
550-3405-435.50-10	ISF CHARGES	-	-	-	2,462,329
	<b>Designated Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,462,329</b>
<b>Sewer Contracts</b>					
550-3405-435.55-01	FIXED CHARGE SEWER	2,890,188	2,872,800	2,872,800	2,882,400
550-3405-435.55-02	SEWAGE TREATMENT	3,163,151	3,827,640	3,827,640	4,213,945
	<b>Sewer Contracts</b>	<b>6,053,339</b>	<b>6,700,440</b>	<b>6,700,440</b>	<b>7,096,345</b>
<b>Water Contracts</b>					
550-3405-435.56-01	FIXED CHARGES FOR WATER	2,940,792	2,952,876	2,952,876	2,967,096
550-3405-435.56-02	WATER PURCHASE	3,574,870	3,827,641	3,827,641	3,605,853
550-3405-435.56-03	OPTION WATER PURCHASE	657,873	693,413	693,413	673,935
550-3405-435.56-04	SYSTEM RATE WATER CONTRCT	765,000	770,000	770,000	790,000
	<b>Water Contracts</b>	<b>7,938,535</b>	<b>8,243,930</b>	<b>8,243,930</b>	<b>8,036,884</b>
	<b>Water and Sewer Contracts</b>	<b>\$ 14,052,374</b>	<b>\$ 15,019,370</b>	<b>\$ 15,019,370</b>	<b>\$ 17,670,558</b>



## Water and Sewer



### DIVISION MISSION STATEMENT

The Water and Sewer Division's mission is to deliver reliable and safe water supplies to customers and efficiently collect and dispose of wastewater.

### MISSION ELEMENTS

- Water distribution.

### GOALS

- Reduce total water loss from 18% to 17%
- Complete the Water Line Rehabilitation Phase 3 Project.
- Flow test and maintain 100% of the fire hydrants.
- Flush dead-end water mains per TCEQ regulations.
- Complete service taps and meter sets within 3 weeks of posting.
- Replace 20% of meters that have registered over 1 million gallons.



**FINANCIAL INFORMATION**

**Revenue Summary**

General Resources

**Total**

<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Estimated</b>	<b>FY 2020 Proposed Budget</b>
\$ 948,330	\$ 1,325,321	\$ 1,118,292	\$ 3,146,596
\$ 948,330	\$ 1,325,321	\$ 1,118,292	\$ 3,146,596

**Expenses Summary**

Personnel Services

Material & Supplies

Contracts

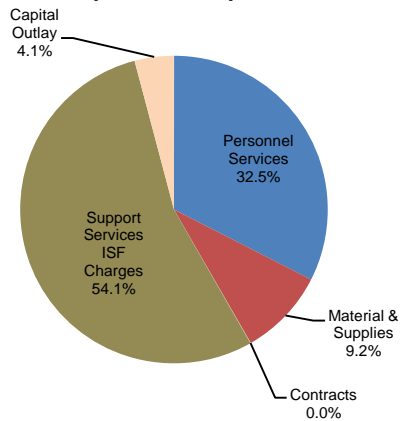
Support Services ISF Charges

Capital Outlay

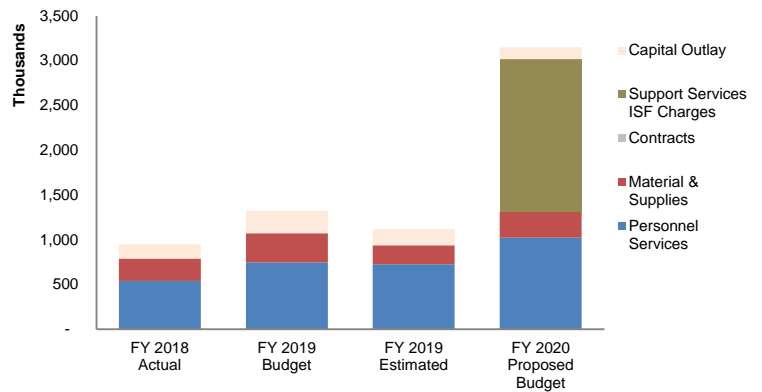
**Total**

<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Estimated</b>	<b>FY 2020 Proposed Budget</b>
\$ 539,009	\$ 745,323	\$ 724,766	\$ 1,023,115
252,419	326,628	212,526	288,811
141	2,000	1,000	1,000
-	-	-	1,703,670
156,761	251,370	180,000	130,000
\$ 948,330	\$ 1,325,321	\$ 1,118,292	\$ 3,146,596

**Department Expenses**

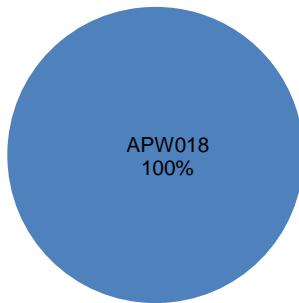


**Department Expense History**

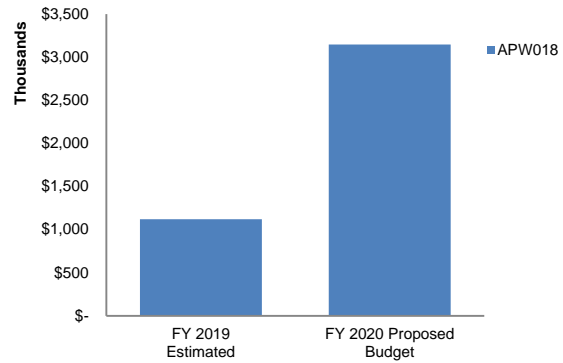


Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Proposed Budget
APW018	Water Distribution.	21.00	43,680.00	\$ 1,118,292	\$ 1,442,926
	Support Services ISF Charges	-	-	-	1,703,670
		<u>21.00</u>	<u>43,680.00</u>	<u>\$ 1,118,292</u>	<u>\$ 3,146,596</u>

Department Expenditures  
by Mission Element



Department Expenditure History  
by Mission Element



**Staffing**

Asst. Chief Operator of Water <sup>1</sup>  
 Chief Operator of Water <sup>1</sup>  
 Operator (Water/Wastewater) <sup>1,2</sup>  
 Operator I <sup>1</sup>  
 Operator II <sup>1</sup>  
 Operator III <sup>1</sup>  
 Operator/Apprentice <sup>1</sup>  
 Sr. Operator <sup>1,2</sup>  
 Water Loss/Conservation Tech <sup>2</sup>

**Total Staffing**

FY 2018 Actual	FY 2019 Estimated	FY 2020 Proposed Budget
-	1.00	1.00
-	1.00	1.00
-	12.00	13.00
5.00	-	-
1.00	-	-
1.00	-	-
12.00	-	-
-	4.00	5.00
-	-	1.00
<u>19.00</u>	<u>18.00</u>	<u>21.00</u>

<sup>1</sup> - In FY 2018, position title changes

<sup>2</sup> - In FY 2020, positions added per City Manager Decision Package approval

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
<b>Water Distribution</b>					
<b>Personnel Services</b>					
550-3410-436.40-05	FULL-TIME SALARIES	\$ 337,572	\$ 477,061	\$ 464,435	\$ 685,319
550-3410-436.40-15	OVERTIME	46,343	40,000	41,174	40,000
550-3410-436.40-25	LONGEVITY	1,372	2,208	1,174	2,352
550-3410-436.40-30	INCENTIVE PAY	14,079	18,480	17,638	18,120
550-3410-436.40-37	BILINGUAL PAY	263	600	1,075	1,200
550-3410-436.40-55	ON CALL	3,340	3,780	3,630	3,780
550-3410-436.40-70	VACATION-4TH WEEK BUYBK.	600	1,800	1,800	1,800
550-3410-436.40-81	GROUP INSURANCE	57,368	-	-	-
550-3410-436.40-82	MEDICAL INSURANCE	-	84,003	73,675	104,460
550-3410-436.40-83	DENTAL INSURANCE	-	4,688	4,303	5,515
550-3410-436.40-84	LIFE INSURANCE	-	324	299	378
550-3410-436.40-85	RETIREMENT - TMRS	39,955	60,648	61,439	88,878
550-3410-436.40-87	SOCIAL SECURITY	29,701	32,492	34,361	46,025
550-3410-436.40-88	MEDICARE	-	7,597	8,036	10,763
550-3410-436.40-89	WORKERS COMPENSATION	8,416	11,642	11,727	14,525
	<b>Personnel Services</b>	<b>539,009</b>	<b>745,323</b>	<b>724,766</b>	<b>1,023,115</b>
<b>Supplies</b>					
550-3410-436.41-20	UNIFORMS AND CLOTHING	13,097	15,000	12,567	18,000
550-3410-436.41-30	FUEL	28,207	27,000	27,890	30,000
550-3410-436.41-65	MINOR TOOLS	6,886	6,500	7,500	8,500
	<b>Supplies</b>	<b>48,190</b>	<b>48,500</b>	<b>47,957</b>	<b>56,500</b>
<b>Repair &amp; Maintenance</b>					
550-3410-436.42-25	WATER MAIN MAINTENANCE	93,216	174,628	50,000	112,811
550-3410-436.42-55	CUSTOMER SVCS MAINTENANCE	34,555	27,000	20,000	20,000
550-3410-436.42-60	CUSTOMER METER MAINTENANC	7,766	8,000	3,000	10,000
550-3410-436.42-65	FIRE HYDRANTS	1,279	6,000	12,000	16,000
550-3410-436.43-10	SMALL EQUIP REPAIR	1,133	4,000	1,000	2,500
550-3410-436.43-15	VEHICLE REPAIR/MAINT	23,525	25,000	38,241	32,000
550-3410-436.43-50	MACHINERY	16,662	15,000	7,500	15,000
	<b>Repair &amp; Maintenance</b>	<b>178,136</b>	<b>259,628</b>	<b>131,741</b>	<b>208,311</b>
<b>Support Services</b>					
550-3410-436.44-05	TELEPHONE	2,809	2,500	2,563	4,000
550-3410-436.44-10	EQUIPMENT RENTAL/LEASE	220	1,000	377	1,000
550-3410-436.44-30	TRAINING AND TRAVEL	4,673	4,000	10,322	8,000
550-3410-436.44-75	DUES AND MEMBERSHIPS	2,713	4,000	2,566	4,000
	<b>Support Services</b>	<b>10,415</b>	<b>11,500</b>	<b>15,828</b>	<b>17,000</b>
<b>Minor Capital</b>					
550-3410-436.46-30	NEW RADIOS	12,731	-	-	-
550-3410-436.46-35	EQUIPMENT AND MACHINERY	2,947	7,000	17,000	7,000
	<b>Minor Capital</b>	<b>15,678</b>	<b>7,000</b>	<b>17,000</b>	<b>7,000</b>
<b>Professional Services</b>					
550-3410-436.47-07	TESTING SERVICES	141	2,000	1,000	1,000
	<b>Professional Services</b>	<b>141</b>	<b>2,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Designated Expenses</b>					
550-3410-436.50-10	ISF CHARGES	-	-	-	1,703,670
	<b>Designated Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,703,670</b>

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
<b>Capital Outlay</b>					
550-3410-436.60-65	NEW CUSTOMER SERVICES	\$ 89,880	\$ 75,000	\$ 60,000	\$ 45,000
550-3410-436.60-70	NEW FIRE HYDRANTS	12,832	25,000	30,000	35,000
550-3410-436.60-75	NEW CUSTOMER METERS	54,049	151,370	90,000	50,000
	<b>Capital Outlay</b>	<u>156,761</u>	<u>251,370</u>	<u>180,000</u>	<u>130,000</u>
	<b>Water Distribution</b>	<u>\$ 948,330</u>	<u>\$ 1,325,321</u>	<u>\$ 1,118,292</u>	<u>\$ 3,146,596</u>

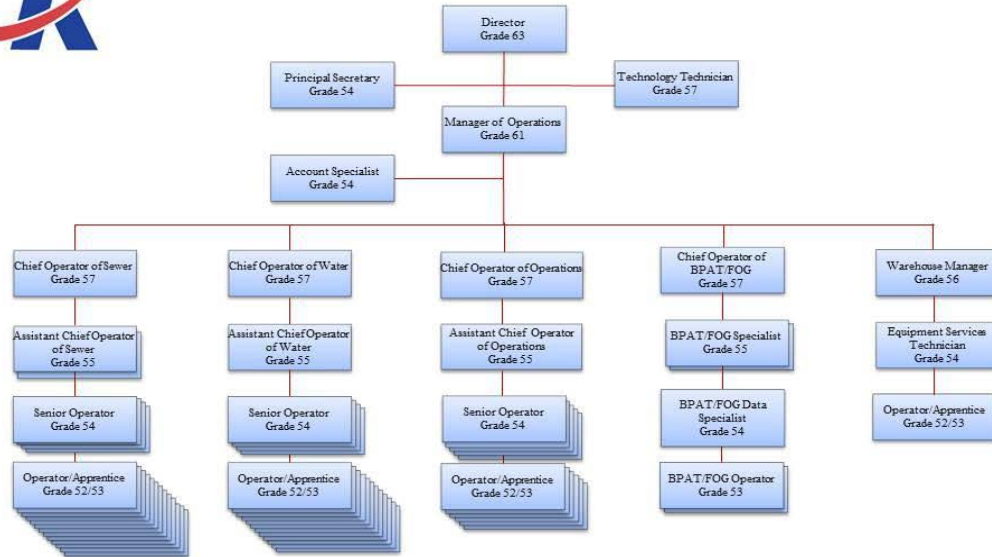
**Mission Element: Water Distribution.**

**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Install water taps.	9,360	800	850	920	850	435	450
Set water meters.	3,744	800	850	935	850	667	700
Replace water meters.	3,744	5,900	5,900	27	5,900	38	3,500
Repair water mains.	11,232	120	220	114	120	77	100
Repair water service lines.	3,744	230	135	216	230	196	210
Repair/Replace fire hydrants and valves.	2,995	35	44	37	44	55	110
Locate lines for dig.	2,621	700	700	899	900	1,164	1,100



## Water and Sewer



### DIVISION MISSION STATEMENT

The Water and Sewer Division's mission is to deliver reliable and safe water supplies to customers and efficiently collect and dispose of wastewater.

### MISSION ELEMENTS

- Sewer collection.

### GOALS

- Maintain SSOs below 4.0 per 100 miles of sewer main.
- Evaluate 10% and clean 20% of sewer main.
- Complete Sewer Line Rehab Ph. 5 Project.
- Complete Septic Tank Elimination Program (STEP) XI Project.

**FINANCIAL INFORMATION**

**Revenue Summary**

General Resources

**Total**

<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Estimated</b>	<b>FY 2020 Proposed Budget</b>
\$ 892,791	\$ 1,286,560	\$ 1,152,526	\$ 3,380,640
\$ 892,791	\$ 1,286,560	\$ 1,152,526	\$ 3,380,640

**Expenses Summary**

Personnel Services

Material & Supplies

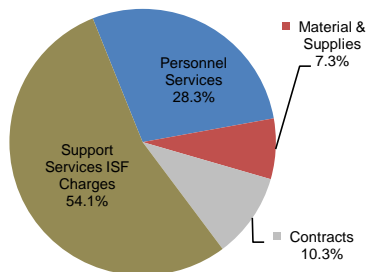
Contracts

Support Services ISF Charges

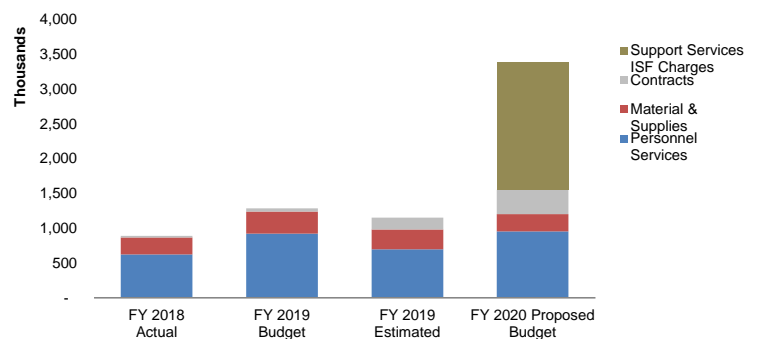
**Total**

<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Estimated</b>	<b>FY 2020 Proposed Budget</b>
\$ 623,644	\$ 923,028	\$ 698,826	\$ 955,339
241,849	315,632	282,500	247,944
27,299	47,900	171,200	348,000
-	-	-	1,829,357
\$ 892,791	\$ 1,286,560	\$ 1,152,526	\$ 3,380,640

**Department Expenses**

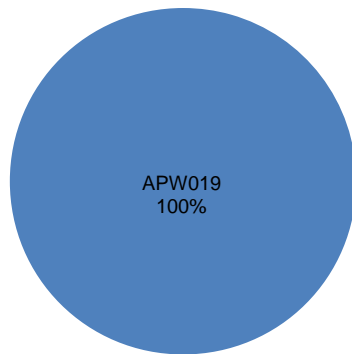


**Department Expense History**

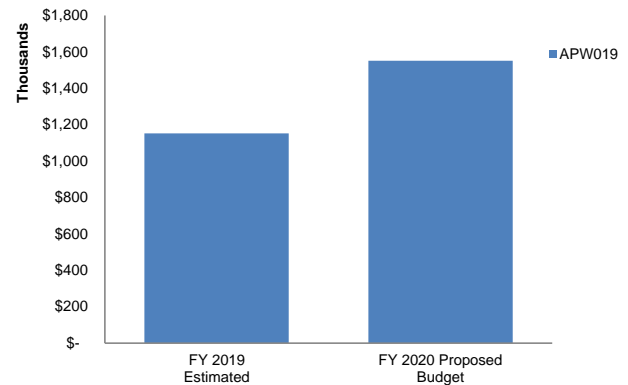


Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Proposed Budget
APW019	Sewer Collection.	20.00	41,600.00	\$ 1,152,526	\$ 1,551,283
	Support Services ISF Charges	-	-	-	1,829,357
		<u>20.00</u>	<u>41,600.00</u>	<u>\$ 1,152,526</u>	<u>\$ 3,380,640</u>

**Department Expenses  
by Mission Element**



**Department Expenses History  
by Mission Element**



**Staffing**

Asst. Chief Operator of Sewer <sup>1</sup>  
 Chief Operator of Sewer <sup>1</sup>  
 Operator (Water/Wastewater) <sup>1</sup>  
 Operator I <sup>1</sup>  
 Operator II <sup>1</sup>  
 Operator III <sup>1</sup>  
 Operator/Apprentice <sup>1</sup>  
 Sr. Operator <sup>1</sup>  
**Total Staffing**

FY 2018 Actual	FY 2019 Estimated	FY 2020 Proposed Budget
-	2.00	2.00
-	1.00	1.00
-	13.00	13.00
4.00	-	-
1.00	-	-
1.00	-	-
13.00	-	-
-	4.00	4.00
<u>19.00</u>	<u>20.00</u>	<u>20.00</u>

<sup>1</sup> - In FY 2018, position title changes



Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
<b>Sanitary Sewers</b>					
<b>Personnel Services</b>					
550-3415-437.40-05	FULL-TIME SALARIES	\$ 401,183	\$ 618,656	\$ 458,616	\$ 660,284
550-3415-437.40-15	OVERTIME	37,495	29,000	39,392	29,000
550-3415-437.40-25	LONGEVITY	1,514	2,496	1,159	2,304
550-3415-437.40-30		24,622	30,780	25,675	26,220
550-3415-437.40-37	BILINGUAL PAY	-	-	1,100	1,500
550-3415-437.40-55	ON CALL	3,460	3,780	2,985	3,780
550-3415-437.40-70	VACATION-4TH WEEK BUYBK.	-	1,200	-	1,200
550-3415-437.40-81	GROUP INSURANCE	63,908	-	-	-
550-3415-437.40-82	MEDICAL INSURANCE	-	88,933	59,516	71,473
550-3415-437.40-83	DENTAL INSURANCE	-	5,515	3,700	4,964
550-3415-437.40-84	LIFE INSURANCE	-	414	290	360
550-3415-437.40-85	RETIREMENT - TMRS	46,364	76,445	56,288	85,538
550-3415-437.40-87	SOCIAL SECURITY	35,282	42,158	31,737	44,525
550-3415-437.40-88	MEDICARE	-	9,858	7,421	10,413
550-3415-437.40-89	WORKERS COMPENSATION	9,816	13,793	10,947	13,778
	<b>Personnel Services</b>	<b>623,644</b>	<b>923,028</b>	<b>698,826</b>	<b>955,339</b>
<b>Supplies</b>					
550-3415-437.41-20	UNIFORMS AND CLOTHING	11,413	15,000	11,459	15,000
550-3415-437.41-30	FUEL	43,151	53,000	33,484	50,000
550-3415-437.41-65	MINOR TOOLS	7,652	5,000	5,000	5,000
	<b>Supplies</b>	<b>62,216</b>	<b>73,000</b>	<b>49,943</b>	<b>70,000</b>
<b>Repair &amp; Maintenance</b>					
550-3415-437.42-35	TELEPHONE	-	2,000	1,000	1,000
550-3415-437.42-50	FFP EQUIP/VEHICLE	69,096	155,632	120,000	81,944
550-3415-437.43-10	FINES/FEES	1,678	2,000	-	2,000
550-3415-437.43-15	TRAINING AND TRAVEL	52,919	48,000	48,000	48,000
550-3415-437.43-50	DUES AND MEMBERSHIPS	33,901	22,000	15,000	19,000
	<b>Repair &amp; Maintenance</b>	<b>157,594</b>	<b>229,632</b>	<b>184,000</b>	<b>151,944</b>
<b>Support Services</b>					
550-3415-437.44-05	TELEPHONE	2,189	2,000	3,437	5,000
550-3415-437.44-24	FINES/FEES	7,500	-	-	-
550-3415-437.44-30	TRAINING AND TRAVEL	9,053	5,000	24,120	10,000
550-3415-437.44-75	DUES AND MEMBERSHIPS	3297	4000	4000	4000
	<b>Support Services</b>	<b>22,039</b>	<b>11,000</b>	<b>31,557</b>	<b>19,000</b>
<b>Minor Capital</b>					
550-3415-437.46-35	EQUIPMENT AND MACHINERY	-	2,000	17,000	7,000
	<b>Minor Capital</b>	<b>-</b>	<b>2,000</b>	<b>17,000</b>	<b>7,000</b>
<b>Designated Expenses</b>					
550-3415-437.50-10	ISF CHARGES	-	-	-	1,829,357
	<b>Designated Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,829,357</b>
<b>Professional Services</b>					
550-3415-437.47-07	TESTING SERVICES	524	2,000	1,200	2,000
550-3415-437.47-13	SEWER LINE WARRANTY	-	-	125,000	300,000
550-3415-437.47-99	SPECIAL SERVICES	26775	45900	45000	46000
	<b>Professional Services</b>	<b>27,299</b>	<b>47,900</b>	<b>171,200</b>	<b>348,000</b>
	<b>Sanitary Sewers</b>	<b>\$ 892,791</b>	<b>\$ 1,286,560</b>	<b>\$ 1,152,526</b>	<b>\$ 3,380,640</b>

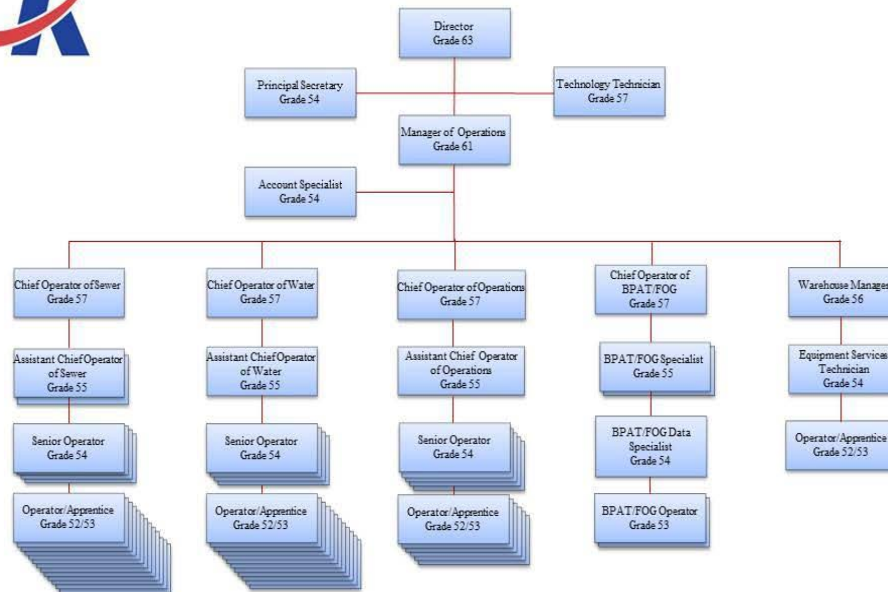
**Mission Element: Sewer Collection.**

**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Clean sewer main (feet).	16,640	314,160	1,300,000	810,000	1,000,000	959,000	900,000
Respond to sanitary sewer overflows.	2,080	24	24	18	24	12	24
Repair sewer main (point repairs).	6,240	75	110	78	100	84	90
Evaluate sewer main by camera (feet).		120,000	350,000	235,000	310,000	150,000	250,000
Inspect sewer main (SL- Rat) (feet).	4,160	200,000	300,000	120,000	200,000	180,000	200,000
Service manhole level alarms.	2,080	84	100	60	84	58	70



## Water and Sewer



### DIVISION MISSION STATEMENT

The Water and Sewer Division's mission is to deliver reliable and safe water supplies to customers and efficiently collect and dispose of wastewater.

### MISSION ELEMENTS

- Water and sewer administration.

### GOALS

- Develop and implement an employee training and development plan to allow internal advancement opportunities.
- Update W&S Master Plan and obtain new W&S bond.
- Reclassify W&S positions to reflect other Public Works divisions.
- Zero time-loss accidents and Notice of Violations from TCEQ.

FINANCIAL INFORMATION

Revenue Summary

General Resources

Total

FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
\$ 2,677,713	\$ 2,851,515	\$ 2,505,042	\$ 5,889,974
\$ 2,677,713	\$ 2,851,515	\$ 2,505,042	\$ 5,889,974

Expenses Summary

Personnel Services

Material & Supplies

Contracts

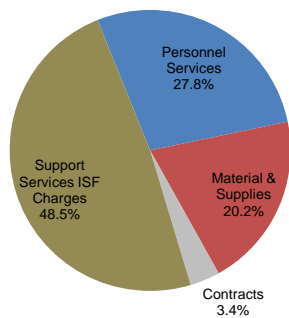
Support Services ISF Charges

Capital Outlay

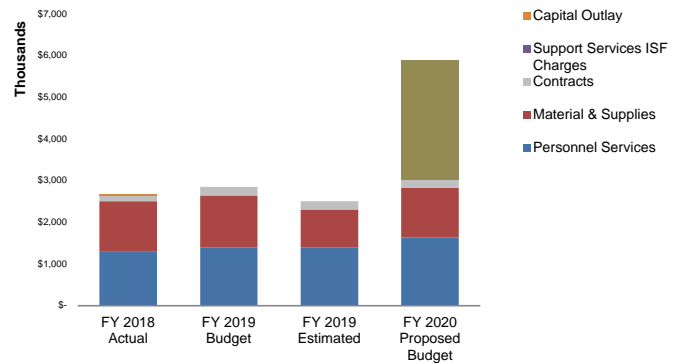
Total

FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
\$ 1,304,450	\$ 1,393,108	\$ 1,397,934	\$ 1,638,695
1,200,435	1,251,407	905,108	1,189,150
139,008	207,000	202,000	203,000
-	-	-	2,859,129
33,820	-	-	-
\$ 2,677,713	\$ 2,851,515	\$ 2,505,042	\$ 5,889,974

Department Expenses

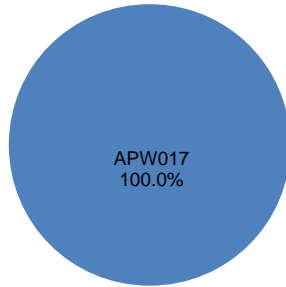


Department Expense History

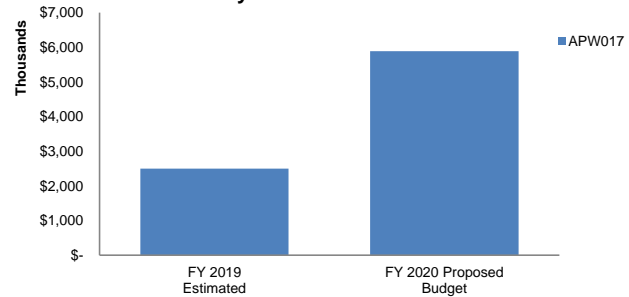


Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Proposed Budget
APW017	Water and Sewer Administration. Support Services ISF Charges	28.00	58,240.00	\$ 2,505,042	\$ 3,030,845
		-	-	-	2,859,129
		28.00	58,240.00	\$ 2,505,042	\$ 5,889,974

Department Expenditures  
by Mission Element



Department Expenditure History  
by Mission Element



#### Staffing

Accounting Specialist	
Asst. Chief Operator of Operations <sup>1</sup>	
BPAT/FOG Data Specialist <sup>1</sup>	
BPAT/FOG Specialist <sup>1</sup>	
Chief Operator <sup>1</sup>	
Chief Operator of BPAT/FOG <sup>1</sup>	
Chief Operator of Operations <sup>1</sup>	
Director of Water & Sewer <sup>1</sup>	
Director of Water & Sewer Services <sup>1</sup>	
Director of Water & Sewer Utilities <sup>1</sup>	
Equipment Services Tech <sup>1</sup>	
FOG Enforcement PGM Spec <sup>1</sup>	
FOG Enforcement Specialist <sup>1</sup>	
Water & Sewer Operations Manager <sup>2</sup>	
Manager Water & Sewer <sup>1,2</sup>	
Operator (Water/Wastewater) <sup>1</sup>	
Operator Apprentice (Water & Sewer) <sup>1</sup>	
Operator I <sup>1</sup>	
Operator II (Backflow Prevention Assembly) <sup>1</sup>	
Operator II <sup>1</sup>	
Operator III (BPAT) <sup>1</sup>	
Principal Secretary	
Secretary (BPAT/FOG) <sup>1</sup>	
Sr. Operator <sup>1</sup>	
Technology Technician	
Water & Sewer Materials Manager	
Water & Sewer Service Worker (Opr/Appr) <sup>1</sup>	
<b>Total Staffing</b>	

	FY 2018 Actual	FY 2019 Estimated	FY 2020 Proposed Budget
Accounting Specialist	1.00	1.00	1.00
Asst. Chief Operator of Operations <sup>1</sup>	-	1.00	1.00
BPAT/FOG Data Specialist <sup>1</sup>	-	1.00	1.00
BPAT/FOG Specialist <sup>1</sup>	-	2.00	2.00
Chief Operator <sup>1</sup>	1.00	-	-
Chief Operator of BPAT/FOG <sup>1</sup>	-	1.00	1.00
Chief Operator of Operations <sup>1</sup>	-	1.00	1.00
Director of Water & Sewer <sup>1</sup>	-	1.00	1.00
Director of Water & Sewer Services <sup>1</sup>	1.00	-	-
Director of Water & Sewer Utilities <sup>1</sup>	1.00	-	-
Equipment Services Tech <sup>1</sup>	-	1.00	1.00
FOG Enforcement PGM Spec <sup>1</sup>	-	1.00	1.00
FOG Enforcement Specialist <sup>1</sup>	2.00	-	-
Water & Sewer Operations Manager <sup>2</sup>	-	-	1.00
Manager Water & Sewer <sup>1,2</sup>	-	1.00	-
Operator (Water/Wastewater) <sup>1</sup>	-	9.00	9.00
Operator Apprentice (Water & Sewer) <sup>1</sup>	2.00	-	-
Operator I <sup>1</sup>	4.00	-	-
Operator II (Backflow Prevention Assembly) <sup>1</sup>	3.00	-	-
Operator II <sup>1</sup>	1.00	-	-
Operator III (BPAT) <sup>1</sup>	1.00	-	-
Principal Secretary	1.00	1.00	1.00
Secretary (BPAT/FOG) <sup>1</sup>	1.00	-	-
Sr. Operator <sup>1</sup>	-	5.00	5.00
Technology Technician	1.00	1.00	1.00
Water & Sewer Materials Manager	1.00	1.00	1.00
Water & Sewer Service Worker (Opr/Appr) <sup>1</sup>	7.00	-	-
<b>Total Staffing</b>	<b>28.00</b>	<b>28.00</b>	<b>28.00</b>

<sup>1</sup> - In FY 2018, position title changes

<sup>2</sup> - In FY 2019, reclassified Manager Water & Sewer to Water & Sewer Operations Manager

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
<b>Water and Sewer Operations</b>					
<b>Personnel Services</b>					
550-3420-438.40-05	FULL-TIME SALARIES	\$ 898,159	\$ 964,260	\$ 952,808	\$ 1,139,428
550-3420-438.40-15	OVERTIME	41,393	41,000	51,481	41,000
550-3420-438.40-25	LONGEVITY	6,322	7,728	6,530	9,601
550-3420-438.40-30	INCENTIVE PAY	55,844	50,100	56,520	57,900
550-3420-438.40-55	ON CALL	4,470	3,780	4,540	3,780
550-3420-438.40-70	VACATION-4TH WEEK BUYBK.	1,200	3,000	3,000	3,000
550-3420-438.40-81	GROUP INSURANCE	105,909	-	-	-
550-3420-438.40-82	MEDICAL INSURANCE	-	98,827	103,614	115,456
550-3420-438.40-83	DENTAL INSURANCE	-	7,170	7,227	7,446
550-3420-438.40-84	LIFE INSURANCE	-	504	494	504
550-3420-438.40-85	RETIREMENT - TMRS	99,821	119,291	115,378	148,180
550-3420-438.40-87	SOCIAL SECURITY	74,775	64,545	63,660	75,445
550-3420-438.40-88	MEDICARE	-	15,095	14,888	17,645
550-3420-438.40-89	WORKERS COMPENSATION	16,556	17,808	17,794	19,310
<b>Personnel Services</b>		<b>1,304,450</b>	<b>1,393,108</b>	<b>1,397,934</b>	<b>1,638,695</b>
<b>Supplies</b>					
550-3420-438.41-10	OFFICE	1,476	3,000	3,000	3,000
550-3420-438.41-15	POSTAGE/CARRIER SERVICE	17,364	25,000	25,000	22,000
550-3420-438.41-20	UNIFORMS AND CLOTHING	15,450	20,000	14,705	20,000
550-3420-438.41-25	SUBSCRIPTION/PUBLICATIONS	-	200	115	200
550-3420-438.41-27	PUBLIC OUTREACH	-	-	547	1,000
550-3420-438.41-30	FUEL	30,685	35,000	32,000	35,000
550-3420-438.41-35	PRINT SUPPLIES	3,026	3,200	4,543	3,800
550-3420-438.41-37	PHONES AND ACCESSORIES	341	1,500	500	1,000
550-3420-438.41-40	COMPUTER SUPPLIES	188	1,500	1,104	1,500
550-3420-438.41-60	FOOD SUPPLIES	2,437	4,000	4,000	4,000
550-3420-438.41-65	MINOR TOOLS	7,153	4,000	5,500	4,000
550-3420-438.41-70	CLEANING SUPPLIES	7,726	8,000	6,868	8,000
550-3420-438.41-75	MEDICAL AND CHEMICAL	25,060	25,000	30,000	30,000
550-3420-438.41-90	AGRICULTURAL SUPPLIES	673	-	5,000	3,000
<b>Supplies</b>		<b>111,579</b>	<b>130,400</b>	<b>132,882</b>	<b>136,500</b>
<b>Repair &amp; Maintenance</b>					
550-3420-438.42-20	WELLS AND PUMPS EQUIPMENT	235,541	232,407	140,000	219,050
550-3420-438.42-35	FENCE MAINTENANCE	532	1,000	1,000	1,000
550-3420-438.42-40	TANKS, TOWERS, RESVR.	4,020	6,000	11,000	7,000
550-3420-438.42-43	COMPUTER/SOFTWARE MAINT	800	-	-	1,500
550-3420-438.43-10	SMALL EQUIP REPAIR	420	1,000	1,000	1,000
550-3420-438.43-15	VEHICLE REPAIR/MAINT	30,594	20,000	12,000	20,000
550-3420-438.43-50	MACHINERY	1,981	2,000	7,462	3,000
<b>Repair &amp; Maintenance</b>		<b>273,889</b>	<b>262,407</b>	<b>172,462</b>	<b>252,550</b>
<b>Support Services</b>					
550-3420-438.44-04	WATER SERVICE	2,607	4,000	2,626	4,000
550-3420-438.44-05	TELEPHONE	14,484	15,000	8,656	12,000
550-3420-438.44-06	GAS SERVICE	1,272	1,500	1,073	1,500
550-3420-438.44-08	WASTE DISPOSAL	1,773	2,000	6,000	7,000
550-3420-438.44-10	EQUIPMENT RENTAL/LEASE	6,016	7,000	15,000	15,000
550-3420-438.44-21	LAB TESTING SERVICES	51,624	-	-	-
550-3420-438.44-28	NOTICES REQUIRED BY LAW	-	500	1,000	2,000
550-3420-438.44-30	TRAINING AND TRAVEL	17,314	10,500	15,000	15,500

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
550-3420-438.44-50	ELECTRICITY SERVICES	\$ 678,256	\$ 780,000	\$ 523,004	\$ 710,000
550-3420-438.44-70	TROPHIES AND AWARDS	93	100	100	100
550-3420-438.44-75	DUES AND MEMBERSHIPS	4,876	5,000	6,000	5,000
	<b>Support Services</b>	<b>778,314</b>	<b>825,600</b>	<b>578,459</b>	<b>772,100</b>
	<b>Minor Capital</b>				
550-3420-438.46-05	OFFICE MACHINERY AND EQUIP	-	2,000	1,198	2,000
550-3420-438.46-25	SOUND SYSTEMS	-	-	250	-
550-3420-438.46-35	EQUIPMENT AND MACHINERY	6,175	5,000	14,000	10,000
550-3420-438.46-40	COMPUTER EQUIP/SOFTWARE	29,667	25,000	5,000	15,000
550-3420-438.46-50	FURNITURE AND FIXTURES	810	1,000	857	1,000
	<b>Minor Capital</b>	<b>36,652</b>	<b>33,000</b>	<b>21,305</b>	<b>28,000</b>
	<b>Professional Services</b>				
550-3420-438.47-07	TESTING SERVICES	672	47,000	2,000	3,000
550-3420-438.47-99	SPECIAL SERVICES	138,336	160,000	200,000	200,000
	<b>Professional Services</b>	<b>139,008</b>	<b>207,000</b>	<b>202,000</b>	<b>203,000</b>
	<b>Designated Expenses</b>				
550-3420-438.50-10	ISF CHARGES	-	-	-	2,859,129
	<b>Designated Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,859,129</b>
	<b>Capital Outlay</b>				
550-3420-438.61-10	MOTOR VEHICLES	33,820	-	-	-
	<b>Capital Outlay</b>	<b>33,820</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Water and Sewer Operations</b>	<b>\$ 2,677,713</b>	<b>\$ 2,851,515</b>	<b>\$ 2,505,042</b>	<b>\$ 5,889,974</b>

**Water & Sewer Mission Element 3: Water and Sewer Administration.**

**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Monitor SCADA control room (hours).	11,648	11,648	8,760	11,648	11,648	11,648	11,648
Inspect water and sewer facilities.	8,736	13,000	13,700	13,602	13,700	13,740	13,700
Repair/Service pump station pumps.	2,912	21	30	47	40	17	21
Repair/Service lift station pumps.	4,659	30	40	53	45	56	45
Collect water samples.	4,077	20,000	21,000	18,600	20,000	20,338	20,000
Respond to customer service calls.	5,824	1,500	1,900	2,270	2,100	838	1,500
Repair/Service auto- flushers.	2,912	400	500	677	600	743	600
Input work orders.	1,165	1,700	1,750	1,100	1,700	2,114	1,800
Enter BPAT/FOG/CSI reports.	2,912	15,000	18,000	16,134	16,000	14,508	15,000
Perform BPAT/FOG/CSI inspections.	5,824	800	950	1,250	1,100	838	800
Mail BPAT letters.	1,747	19,000	21,000	19,785	20,000	21,146	20,000
Turn off water service.	1,165	450	485	552	500	535	500
Process pump manifests.	1,747	1,300	2,200	1,550	1,600	1,293	1,300
Review plans.	1,165	150	220	180	200	228	200
Set fire hydrant meters.	1,747	100	110	105	110	77	100